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An Introductory Guide
to Setting up your own Website
Using Acclipse Web Manager

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www.methodist.org.nz
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Disclaimer: This Guide is only an introduction and is not intended to be a full User Manual. Descriptions of many functions are omitted.
It is to help users of methodist.org.nz get started in creating their own Web pages. The On-line help should be used for a fuller description of the various functions provided.

1. Getting Started

1.1 Equipment and Software Check

The Acclipse user manual for Web Manager can be read online at: https://admin.acclipse.com/help/ and this introductory manual may be loaded at usermanual.methodist.org.nz

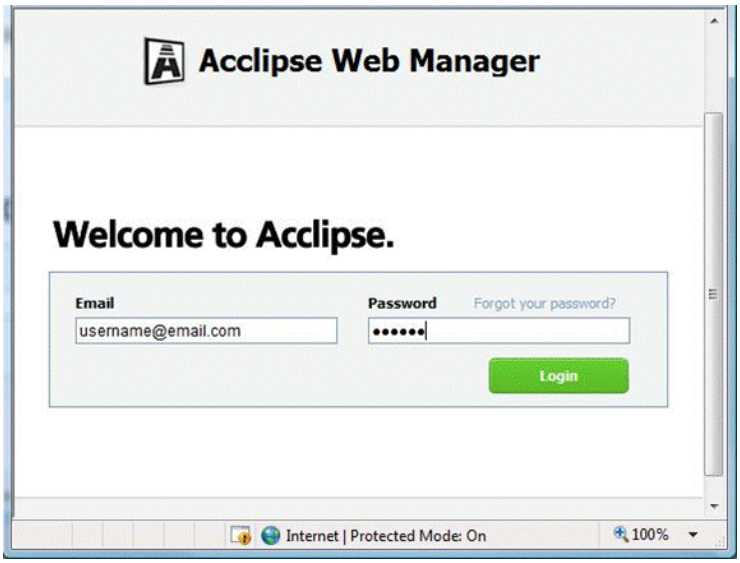
Before opening Acclipse Web Manager, please make the following equipment and software checks:

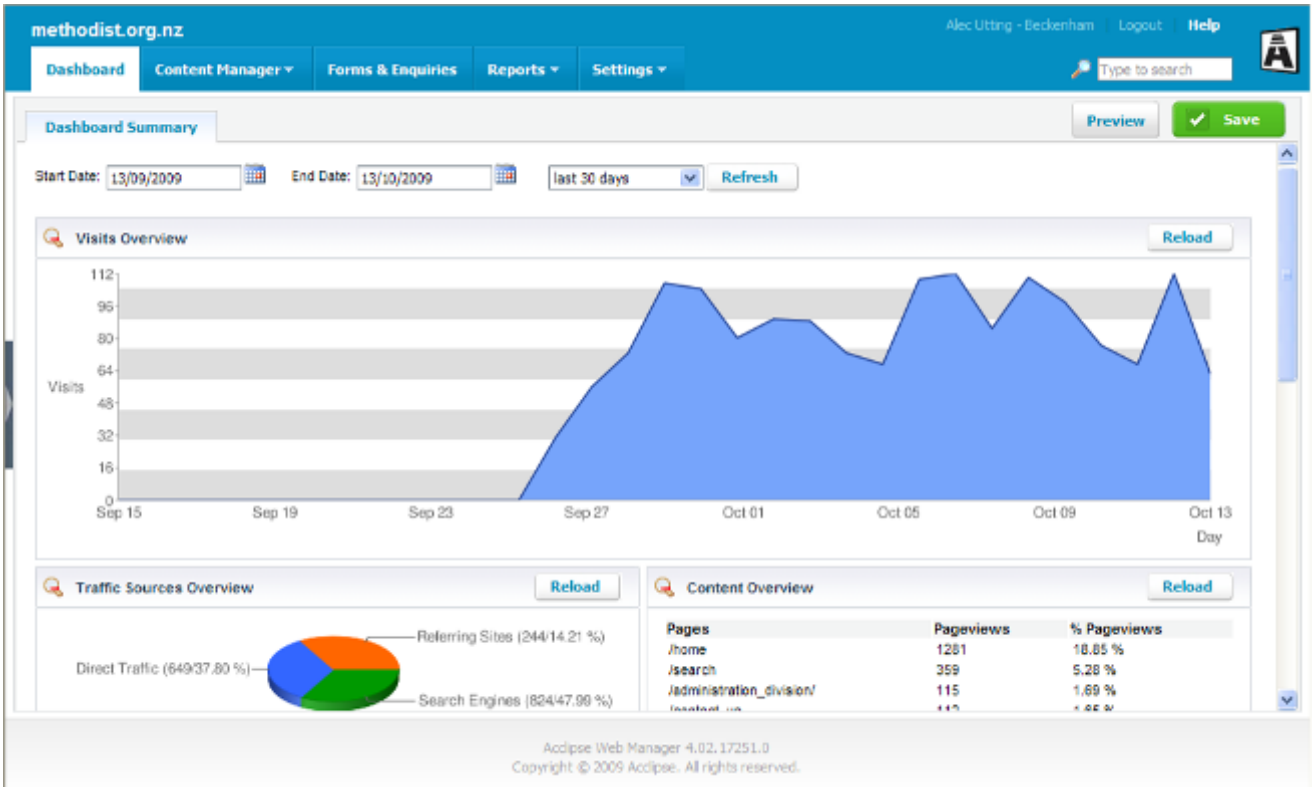
- You are using a PC with Windows using Windows 7, XP or Vista. Macintosh computers or the Linex Operating System may work.
- The Internet Explorer 7 or 8 web browser is preferred. Chrome, Netscape, Firefox and other web browsers may be used but may not work for some operations.
- You are connected to the internet, preferably Broadband.
- You have Java loaded. (To download Java, Enter "Java Download" in Google and follow instructions.)
- You have an email address and a Password.
  (If you do not have a password, contact the Webmaster at celeme@paradise.net.nz.)

1.2 Logging in

Go to the web address:
https://admin.acclipse.com/
It's a good idea to bookmark this page, but if you can also find it by going to methodist.org.nz and searching for "how to log in".

If your login fails, then contact the webmaster at celeme@paradise.net.nz with your details.



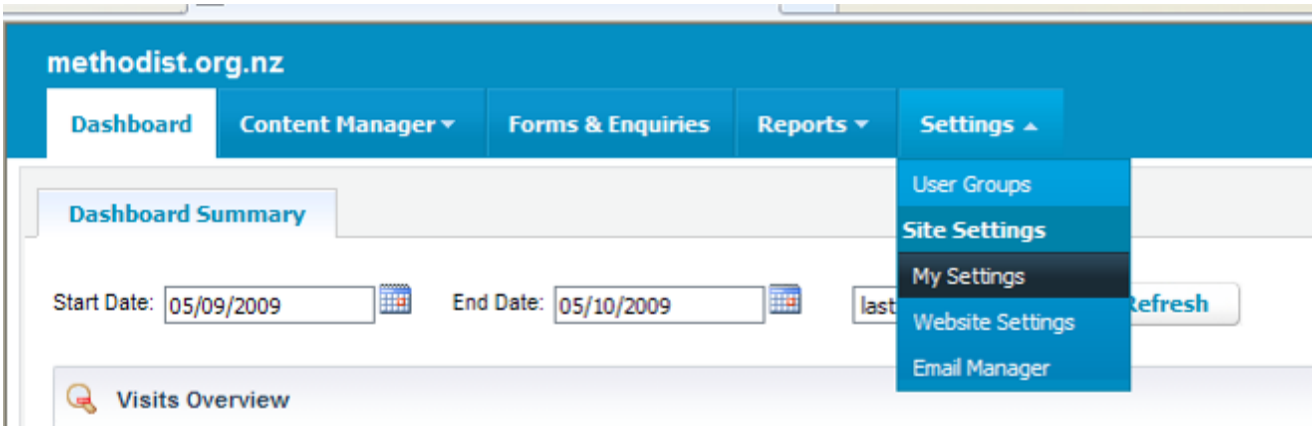


After logging in, the initial screen will look something like the screen above. This shows the statistics for the site.

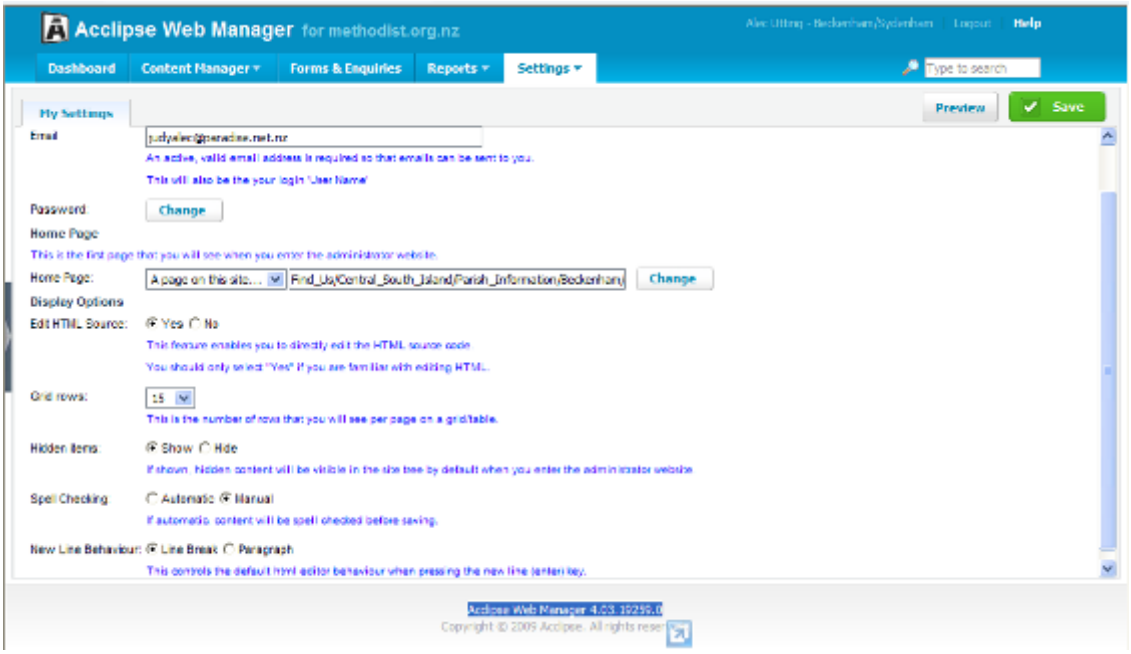
In the top left corner you have:
The site that you are logged on to: methodist.org.nz

In the top right corner, you have
Username Alec Utting - Beckenham
Logout
Help

A drop down menu is just below these contains the **tabs**
Dashboard—This is for site statistics
Content Manager—This is where you edit your pages.
Forms and Enquiries—This is where you set up Forms and Enquiries
Reports—This is where you get site reports.
Settings—This is where you set up your password.



When you select **My Settings**, the screen below appears.


Acclipse Web Manager for methodist.org.nz
Help
Dashboard
Content Manager
Forms & Enquiries
Reports
Settings
Type to search
My Settings
Preview
Save
Email
An active, valid email address is required so that emails can be sent to you.
This will also be the your login 'User Name'
Password
Change
Home Page
This is the first page that you will see when you enter the administrator website.
Home Page:
A page on this site...
Find_Us/Central_South_Island/Parish_Information/Beckenham/
Change
Display Options
Edit HTML Source:
Yes
No
This feature enables you to directly edit the HTML source code
You should only select "Yes" if you are familiar with editing HTML.
Grid rows:
15
This is the number of rows that you will see per page on a grid/table.
Hidden Items:
Show
Hide
If shown, hidden content will be visible in the site tree by default when you enter the administrator website
Spell Checking:
Automatic
Manual
If automatic, content will be spell checked before saving.
New Line Behaviour:
Line Break
Paragraph
This controls the default html editor behaviour when pressing the new line (enter) key.
Acclipse Web Manager 4.03.102450.0
Copyright © 2009 Acclipse. All rights reserved.

Name:

(Not shown on the screen image above). This should show both your name and your Parish, or church organization. Names which do not show you affliation to the Methodist Church, may be deleted by the Webmaster.

Email:

Can be changed should you need to.

Password:

You are the only one who knows this. If you have inadvertently given it to others, **Change** your password. This is emailed to your email address.

Home Page:

This is the page which is loaded when you log in. A site tree is displayed when you set the Home Page.

Edit HTML Source:

Most users should not need to edit the HTML source.

Grid rows:

This determines the number of rows of a grid table which are displayed.

Hidden items:

This sets whether or not you normally see Hidden items in the Site Tree. When looking at the Site Tree, You may make the Hidden item show by clicking the button on the bottom left.

Spell Checking:

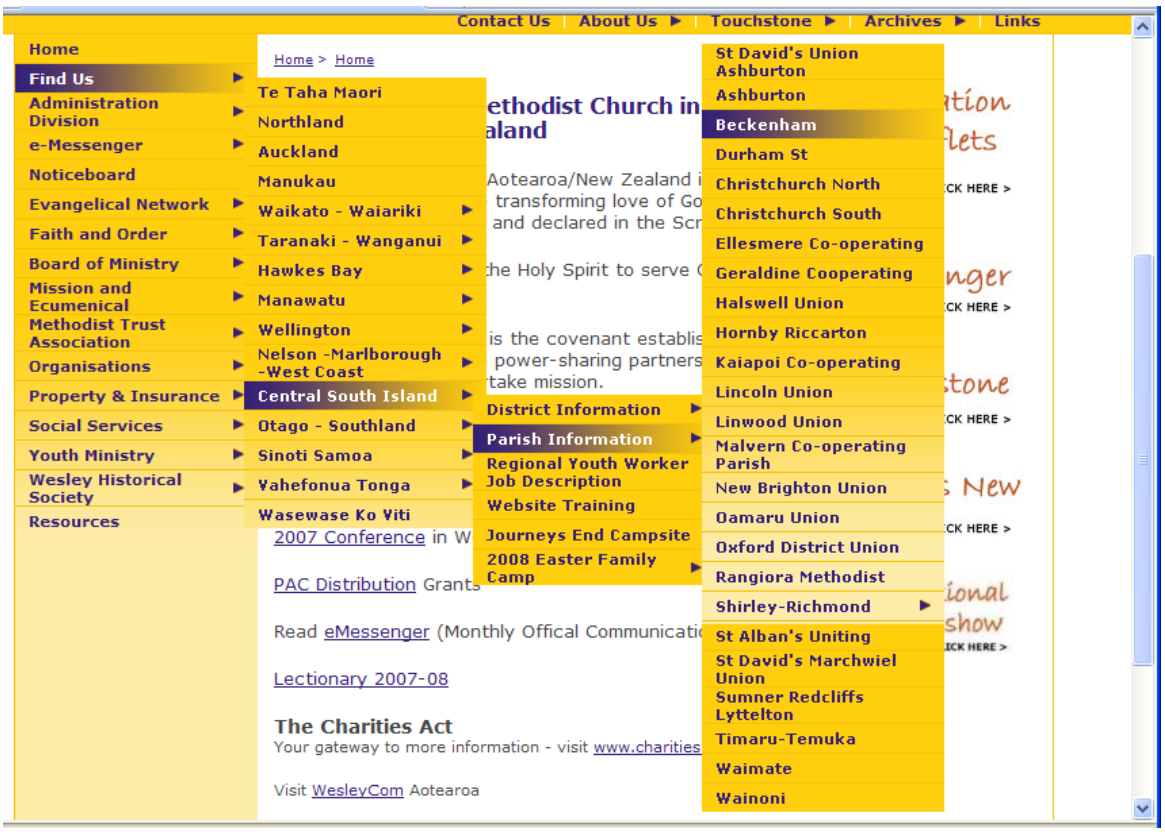
This is a personal preference as to whether or not you want automatic spell checking.

New Line Behaviour:

When you press ENTER, a Line Break gives single line spacing and a Paragraph gives double lie spacing.

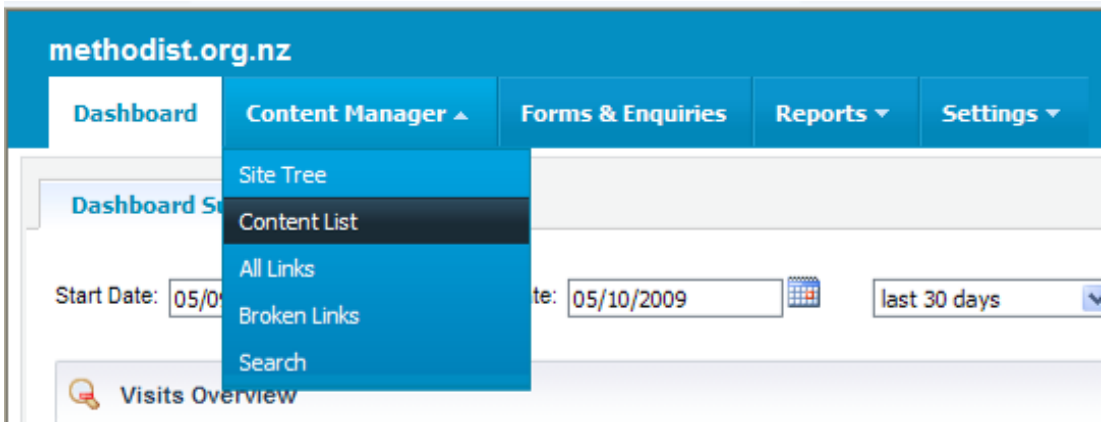
1.3 The Front-end Menu System

This can be seen when you go to www.methodist.org.nz
Clicking on any of the menu items takes you to a page.
e.g. Clicking on each of Find us, Central South Island, Parish Information or Beckenham, will take you to four different pages.



1.4 The Back-end Site Tree

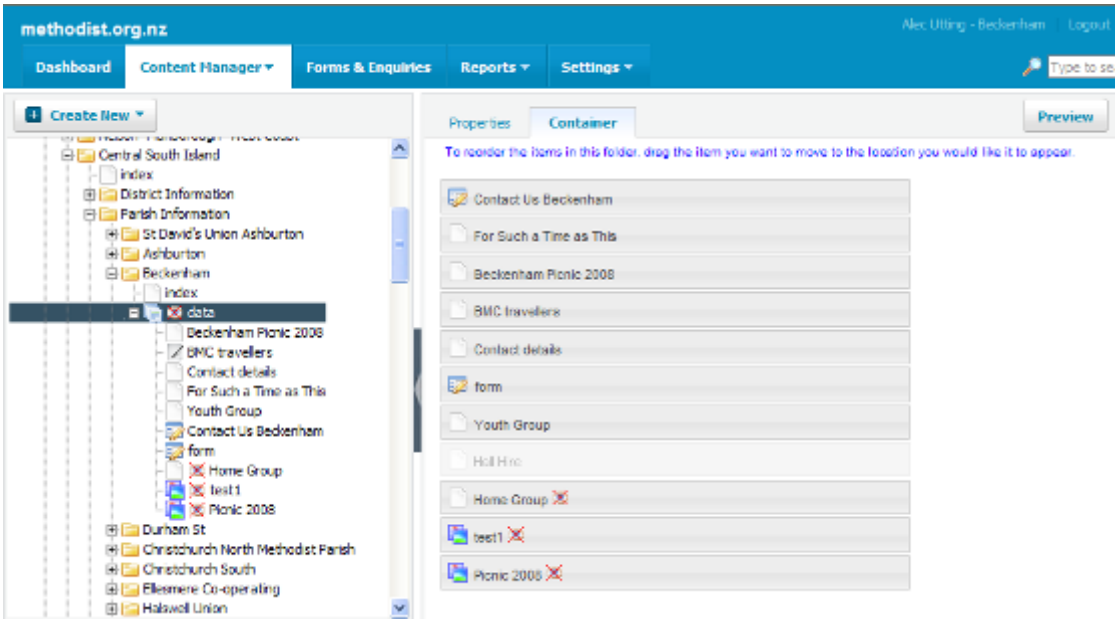
This can be seen when you go to https://admin.acclipse.com/
and log in to the site using your email address and password.



Click on the **Content Manager**,
and then select either the **Site Tree** or the **Content List**.
The structure of the menu system is created in the Back-end.

The Site Tree shown below, can be opened up by clicking on the + sign to the left of the folder icon (**Category**). The table on the right determines the order which the items are listed in.
To close up the tree, click on the - signs.

In the example shown I have in turn, opened up
Find Us
Central South Island
Parish Information
Beckenham
and Data



Within each of these there may be:
Categories - e.g. Central South Island

Containers - e.g. data

Content Pages - e.g. Index

Data View & Data Containers—set up your own table/database online.
Files—upload Word, pdf files etc.

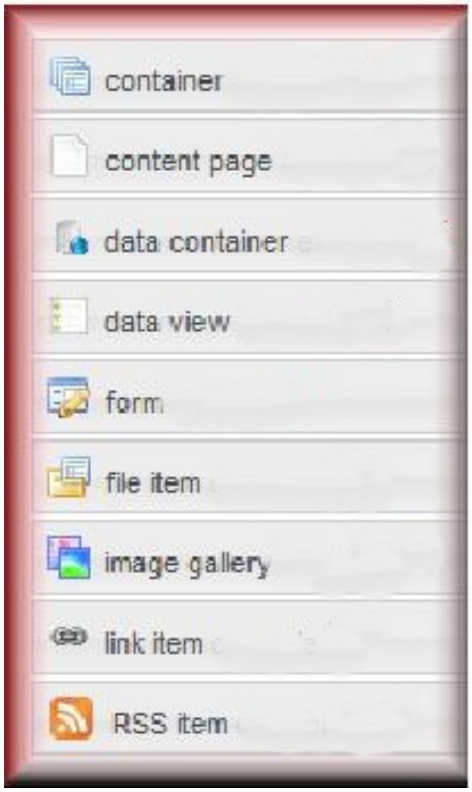
Forms - e.g. Contact Us enquiry form

F**ile Items**

Image Galleries - display a gallery of pictures

Links—link to other pages and other sites.

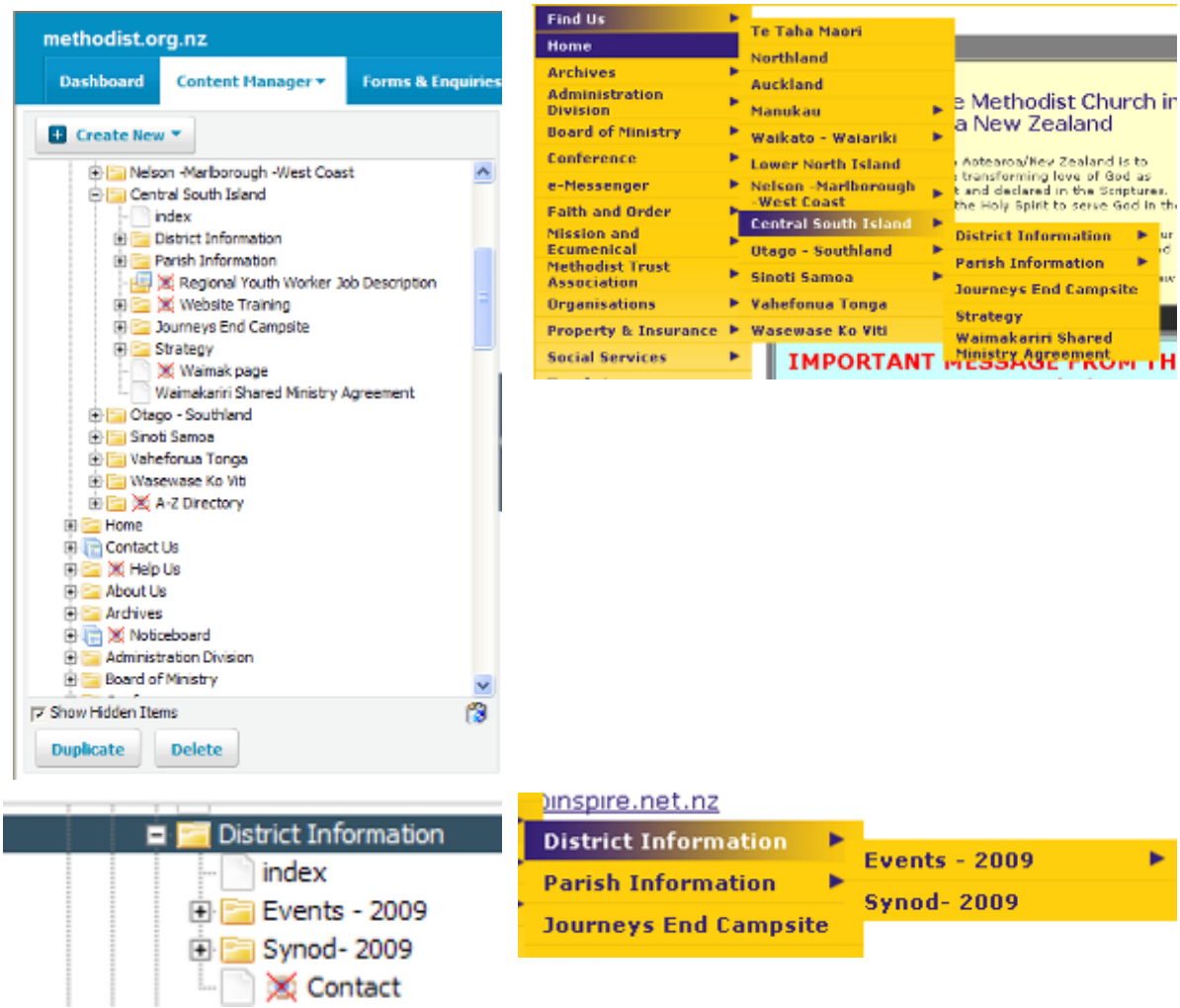
Web Feeds (RSS)



Each new category or file within a category creates a new menu item on the Front-end display.

Example:

Back-end **Front-end**



The categories with the red cross are marked as hidden and are not displayed. E.g. Website Training

When you click on a menu item on the Front-end display, the **first** or nominated page in the category is not displayed as a menu item on the Front-end but all following pages and files within that category are displayed.
The arrow at the end of menu item indicates that there are further items in the menu.
The first (or nominated) page in a category is displayed when that category is clicked on the Front-end. This page is usually called Index, and is usually a standard HTML page.
The page displayed may be altered by clicking on Properties and changing the Home Page as in the example above.

2. Insert New Pages

2.1 Create New Items in the Site Tree

To create a new item on the Site Tree,

Open the site tree so that you can see the Category or Container that you wish to put the new item in.
Double click on the name to open up the Category or Container. (In the example on the next page, I have double clicked on Website Training to display the Category Settings on the RHS.)
Click on **Create New** above the Site Tree.

You can then choose to **Create New**

1. **Category**— A category is a folder which displays on the menu into which you can place other items such as Content Pages which you want to display on the menu.
2. **Container**— A container is like a category folder, except that neither it, or its contents show on the front end menu.
3. **Content**— The Content Page is where the web page is set up.
4. **Data Container**— A Data Container is a database file for storing large amounts of tabular data. When displayed, it displays in a tabular form like a spreadsheet.
5. **Data View**— In a Data View, you can set up the format for displaying the data in a Data Container
6. **Form**— This sets up the format for a Enquiry Form.
7. **File**— This uploads a file (Word, .pdf, Excel, etc.) from your computer and displays the relevant icon when selected, ready for the user to download the file to their computer. The file is not added to the Document Library.
8. **Image Gallery**— This sets up an Image Gallery and allows you to upload the images.
9. **Link**— This sets up a Link to another item on the website, and jumps straight to it when the Link item is selected by a user.
10. **Web Feed(RSS)** - This sets up a web feed to a container or category on the site which contains regularly updated information e.g. news items. Users can set up their own subscription to the Web Feed.

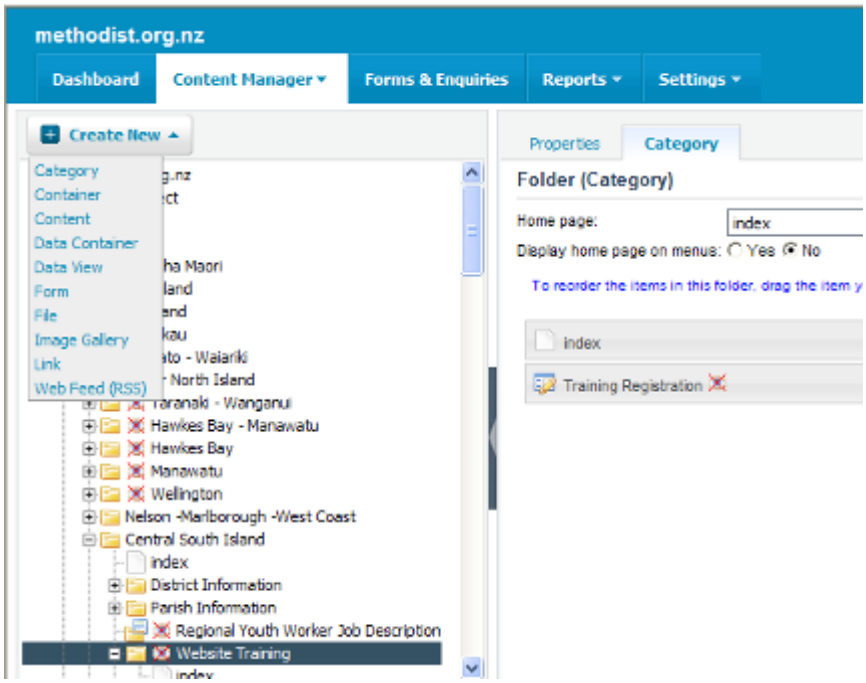
Much of the process of **Create New** items is the same so I have only included the description for adding a new Content Page.

2.2 Adding a Content Page

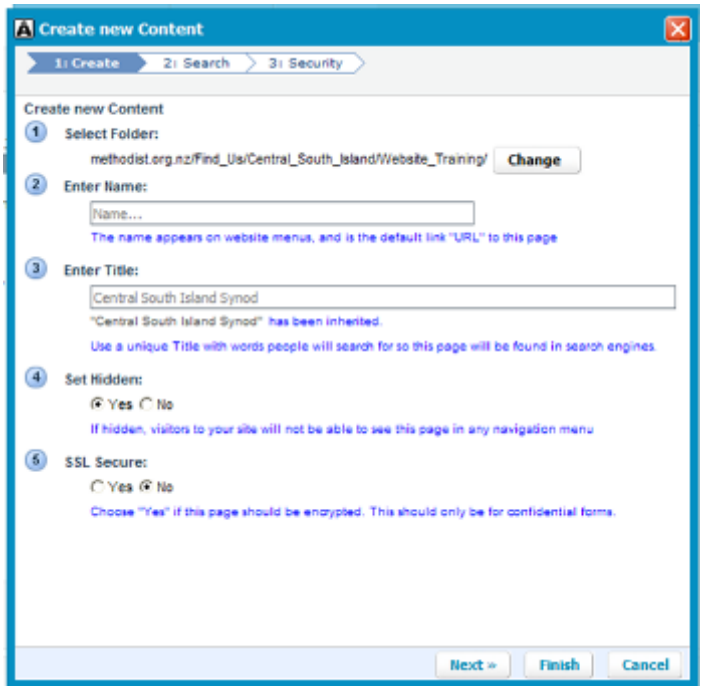
A content page is a web page, a page that holds the information that is displayed.
You will find that your first Church web page has already been set up and called Index. This will be in a category for your Church or organization.

The instructions for creating additional content pages are:

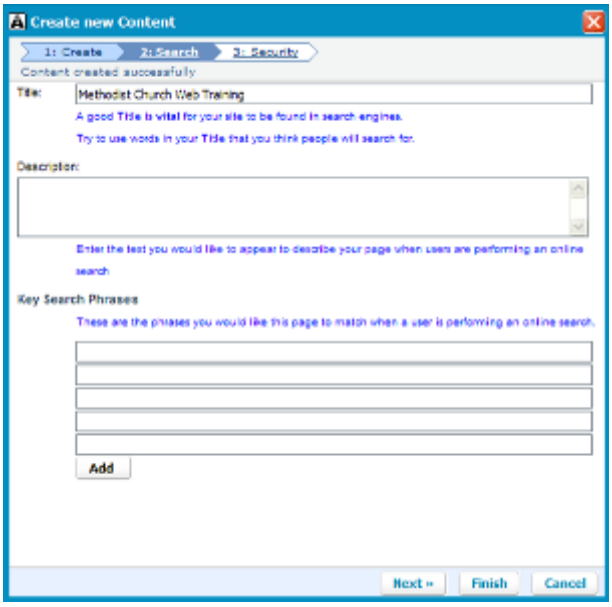
- Open the Site Tree or Content List in the Contents Manager.
- Select the Category or Container that you wish to insert the Content Page in. (Website Training in this example.)



- Give the **Page** a name.
- Put in the **Page Title** a list of search words to help users find this page when using a web browser such as Google or Yahoo. **This is important.**
- Check **Hidden** if you do not want to have this page in the menu and only want to access this with a link from within another Page.
- Press **Next**—and be patient—it often takes a while for the next page to appear.


Create new Content
1: Create
2: Search
3: Security
Create new Content
1 Select Folder:
methodist.org.nz/Find_Us/Central_South_Island/Website_Training/
Change
2 Enter Name:
Name...
The name appears on website menus, and is the default link "URL" to this page
3 Enter Title:
Central South Island Synod
"Central South Island Synod" has been inherited.
Use a unique Title with words people will search for so this page will be found in search engines
4 Set Hidden:
Yes No
If hidden, visitors to your site will not be able to see this page in any navigation menu
5 SSL Secure:
Yes No
Choose "Yes" if this page should be encrypted. This should only be for confidential forms.
Next »
Finish
Cancel

- Follow the instructions on this screen and fill in the Search Page.
- Press **Next**

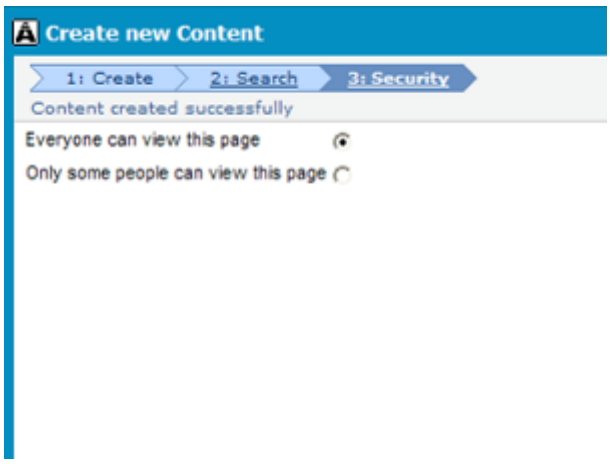

Create new Content
1: Create
2: Search
3: Security
Content created successfully
Title:
Methodist Church Web Training
A good Title is vital for your site to be found in search engines.
Try to use words in your Title that you think people will search for.
Description:
Enter the text you would like to appear to describe your page when users are performing an online search
Key Search Phrases
These are the phrases you would like this page to match when a user is performing an online search.
Add
Next »
Finish
Cancel

- On the Security Screen leave this as set.
- Press **Finish**

A blank page, ready to be filled in appears on the right hand side.

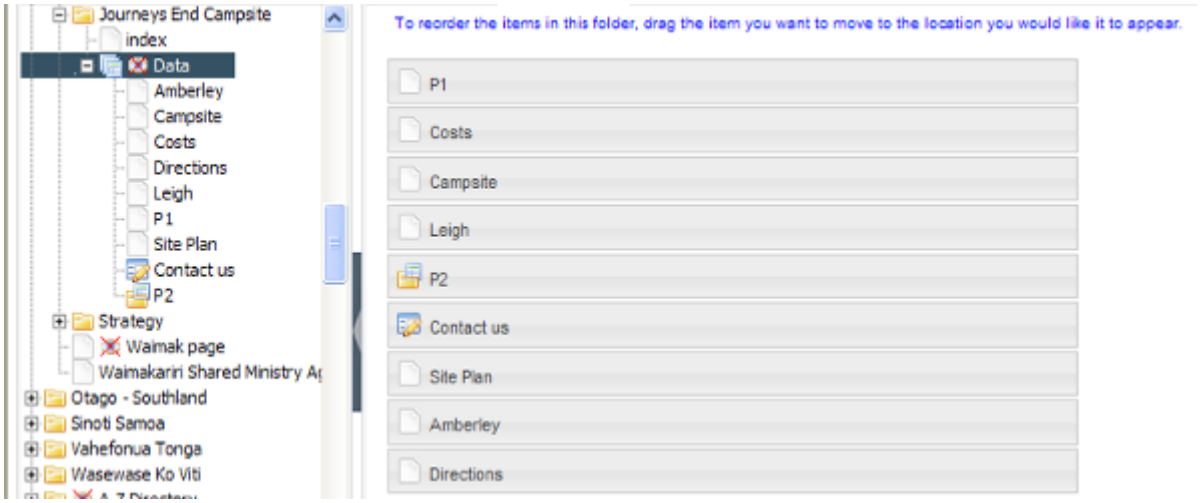
Fill this in and **Save** it.

Note: You may also press **Finish** from either of the first two pages.



2.3 Changing the order of items in a Category or Container

Click on the name of the category or container. The instructions are on the screen. In this example, the container Data is selected



3. Editing a Web Page

3.1 Loading Your Content Page

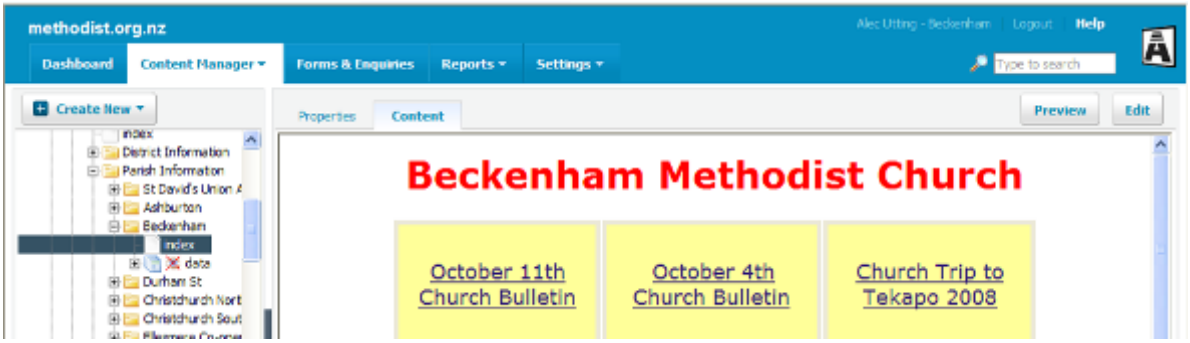
On the Site Tree, left click on the name of the Content Page which you wish to edit.

Edit should then be displayed on the right hand side. Click on Edit to display your page ready for editing.

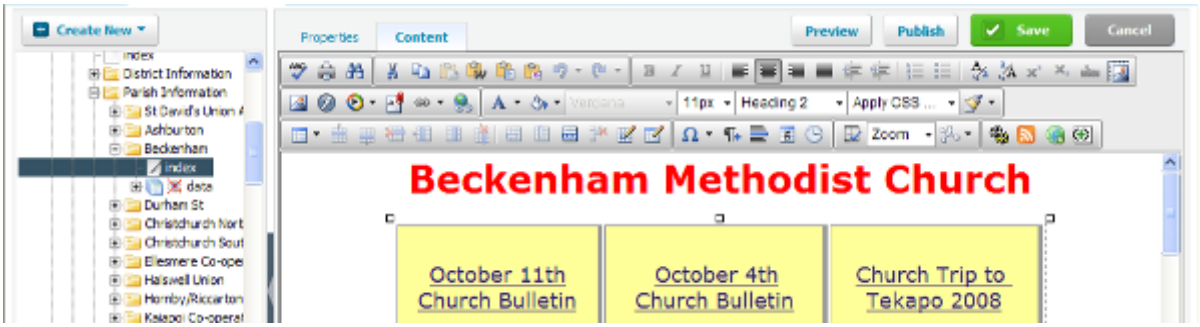
IMPORTANT NOTE:

If you get a blank page when you know there is data there, or if you get the wrong page, click on the Browser Refresh button to reload the page.

You should have the page containing your data displayed.

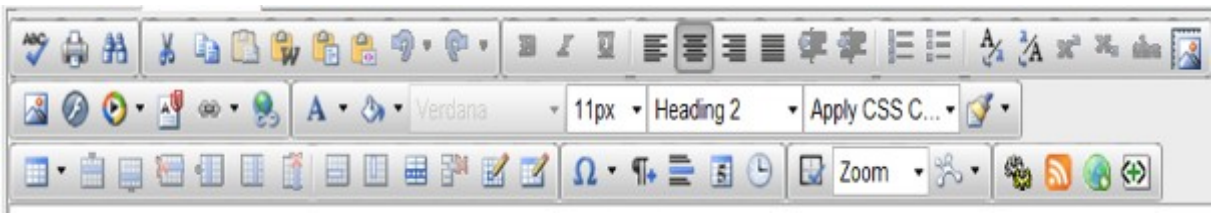


If the editing tool bars are not displayed , then click on **Edit**.



The web page then should be displayed with the editing tool bars.

3.2 The Text Editing Tool Bars



There are several groups of editing icons within the tool bars..

3.2.1 Action Toolbar

You can use the action toolbar to check for spelling errors, find and replace text, or print the selected page.

Action toolbar

	Spellchecker	Check for spelling errors
	Print	Print the selected page
	Find and Replace	Find and replace text on a page

3.2.2 Cut and Paste Toolbar

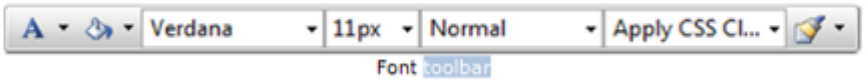
You can use the cut and paste toolbar to move selected text around in a page. You can also copy text from an external document and paste this into your page.

Cut and paste toolbar

	Cut	Cut selected text or item
	Copy	Copy selected text or item
	Paste	Paste copied item
	Paste from Word, strip font	Paste preformatted text from Word — Retain formatting but remove undesirable HTML tags
	Paste Plain Text	Paste text that has no formatting (eg from Notepad)
	Paste as HTML	Paste text as HTML code, keeping all the HTML tags in the live view
	Undo	Undo previous action
	Redo	Redo action you have just undone

3.2.3 Font Toolbar

You can use the font toolbar to adjust the font of the selected text.

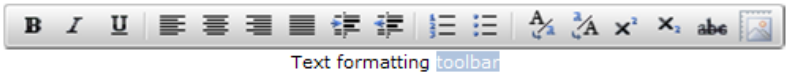


Font toolbar

	Foreground colour	Change colour of selected text
	Background colour	Change colour of background behind selected text
	Format stripper	Remove CSS, font, span, Word, or all formatting from page

3.2.4 Text Formatting Toolbar

The text formatting toolbar provides familiar text formatting buttons such as bold, centre, and bullets.

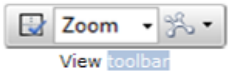


Text formatting toolbar

B	*Bold*	Bold selected text
I	*Italics*	Italicise selected text
U	*Underline*	Underline selected text
	Align Left	Align selected item left
	Align Centre	Align selected item centre
	Align Right	Align selected item right
	Justify	Stretch text to align with each margin
	Increase Indent	Increase indentation of text
	Decrease Indent	Decrease or reverse indentation of text
	Numbered list	Convert lines of text to numbered list
	Bulleted list	Convert lines of text to bulleted list
	Convert to lower case	Convert selected text to lower case
	Convert to upper case	Convert selected text to upper case
	SuperScript	Raise and reduce size of selected text or number (eg x^2)
	SubScript	Lower and reduce size of selected text or number (eg H_2O)
abc	*Strikethrough*	Add line through selected text
	Set Absolute Position	Make image draggable and have it adjust relative to another element on the page

3.2.5 View Toolbar

The view toolbar enables you to show or hide editing areas in Acclipse Web Manager.



View toolbar

	Show/Hide border	Show or hide the table editing border in Acclipse Web Manager (NOT on the live site)
	Module Manager	Tick or untick *Statistics*, *Tag Inspector*, and *Property Inspector* to show or hide the number of words on a page, the clickable structural HTML elements of the page, and the buttons for adjusting the properties of items (eg tables and images)

3.2.6 Table Toolbar

After creating a table, you can select a table by clicking on it. The square buttons are then displayed, allowing you to resize the table. See also Section 3.3

Note: Selecting a table by clicking on it does not work on the Chrome browser, and may not work on browsers other than Internet Explorer 7 or 8.

You can use the table toolbar to add and adjust a table.

TIP: You can use tables to improve the alignment of text and images on your site.

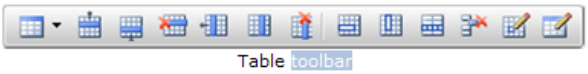


Table toolbar

	Insert table	Insert a table with as many rows and columns as required. Access the *Table Wizard* window to modify the table design, properties, cell properties, and accessibility settings.
	Insert Row Above	Insert a row above the selected cell
	Insert Row Below	Insert a row below the selected cell
	Delete Row	Delete the selected row
	Insert Column to the left	Insert a column left of the selected cell
	Insert Column to the right	Insert a column right of the selected cell
	Delete Column	Delete the column of the selected cell
	Merge Cells Horizontally	Merge a selected cell with the adjacent cell to the right
	Merge Cells Vertically	Merge a selected cell with the adjacent cell below
	Split Cell	Split a merged cell into two cells
	Delete Cell	Delete selected cell
	Cell Properties	Open *Table Wizard* window and adjust cell height, width, alignment, background colour, background image, and more
	Table Properties	Open *Table Wizard* window and adjust table height, width, alignment, background colour, background image, cell spacing and padding, borders, and more

3.2.7 Media Insert Toolbar

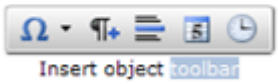
You can use the buttons on the media insert toolbar to add images, simulations, sound clips, documents, links, and more to a page.

Media insert toolbar

	Image Manager	Edit, upload, and manage images
	Flash Manager	Edit, upload, and manage Adobe Flash animations
	Web Manager Media Strip	Upload and manage Windows media items, including YouTube videos and external media items (eg videos on other sites)
	Document Manager	Upload and manage documents (eg Word, Excel, PDF)
	Hyperlink Manager	Insert a link to a website or email address or create links within a page
	Remove link	Remove a link you have added

3.2.8 Insert Object Toolbar

You can use the insert object toolbar to add special symbols, lines, or the current date and time to a page.



Insert object toolbar

	Insert Symbol	Insert symbol (eg ©÷™£)
	New Paragraph	Start new paragraph
	Horizontal Rule	Insert horizontal line
	Insert Date	Insert current date
	Insert Time	Insert current time

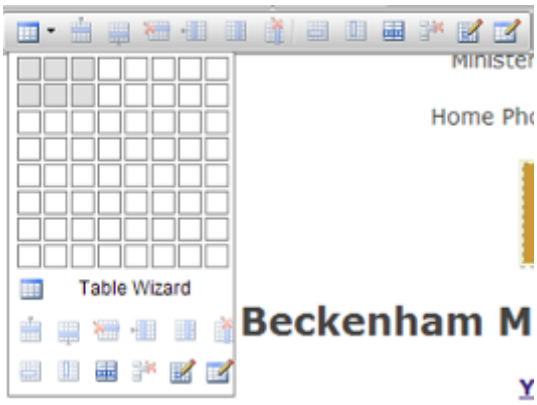
3.2.9 Insert HTML Toolbar

You can use the insert HTML toolbar to add sections of content from subscribers you are signed up with, as well as RSS feeds, Google maps, and Google calendars.

Insert HTML toolbar

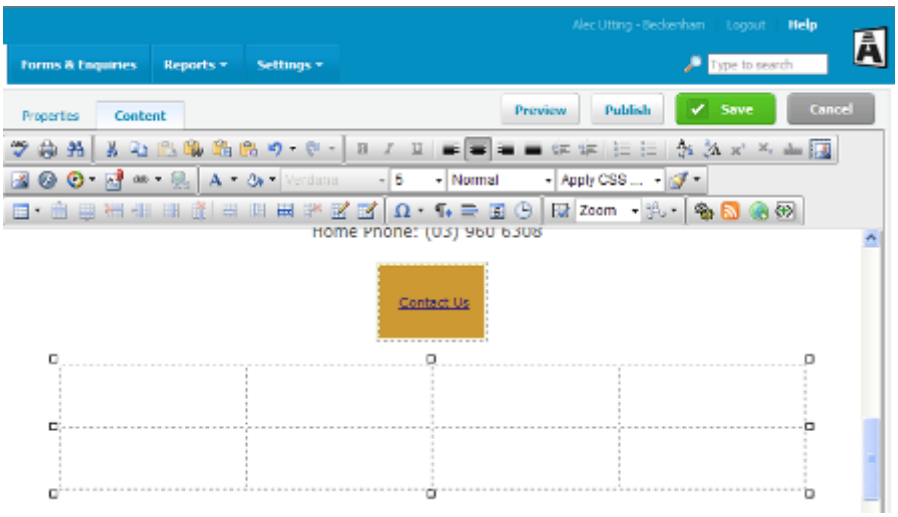
	Insert Dynamic Content	Have all the content on another page in your site display where you insert the dynamic content reference
	Insert RSS Feed	Insert a live feed (eg news headlines, regional weather, and more) on a page
	Insert Google Map	Locate and insert a Google map on your page
	Insert HTML Snippet, Google Calendar	Add a few lines of HTML code to insert mini-applications (gadgets or widgets) such as countdown clocks, sport statistics, CPA trends, and more on your site, or insert a Google calendar (if you have a Google account)

3.3 Inserting and using Tables

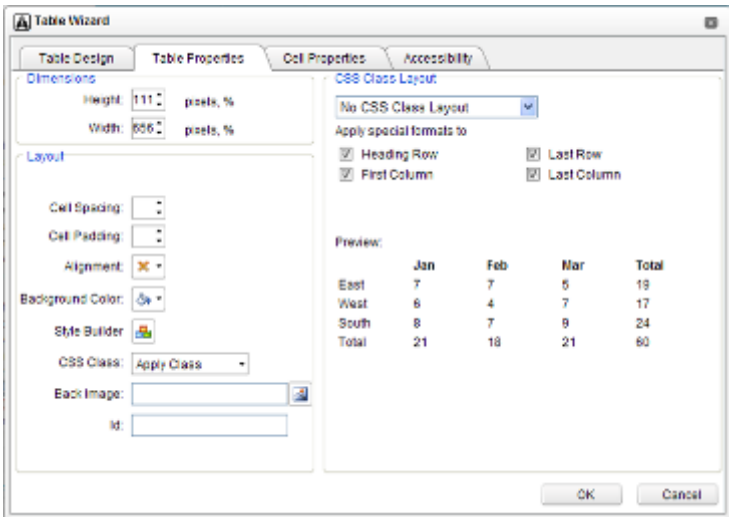


WARNING: Table handling does not work correctly if you are using Chrome, and probably also in browsers other than Internet Explorer 7 or 8.
To create a table, click on the **Insert Table** icon.
The Table Wizard then appears which allows you to select the table size that you want. At this point I prefer to click on the table, rather than on the Table Wizard and stretch the table to the size I want. You can then set up Table and Cell properties later.
On the Methodist website, any table >560 goes outside the width of the Methodist heading banner.

The screen shown shows a 3x2 table inserted, selected, and stretched to an appropriate size. (**Note: you cannot select a table and do this using Chrome.)**



To select the Table Wizard for an existing table, you need to select the
Table Properties or **Cell Properties** icon.)



Note: You can now put an image in as a background, and not just a colour. Make sure that your image file is not too big.

The Table **Style Builder** allows you to set up all aspects of your **tables** and **cells**.

Table Style Builder—Font

Sets the Fonts.

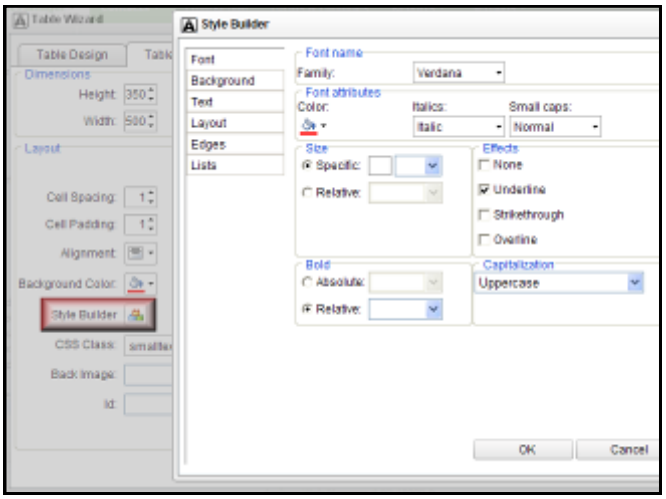


Table Style Builder—Background

Including Colour and Images.

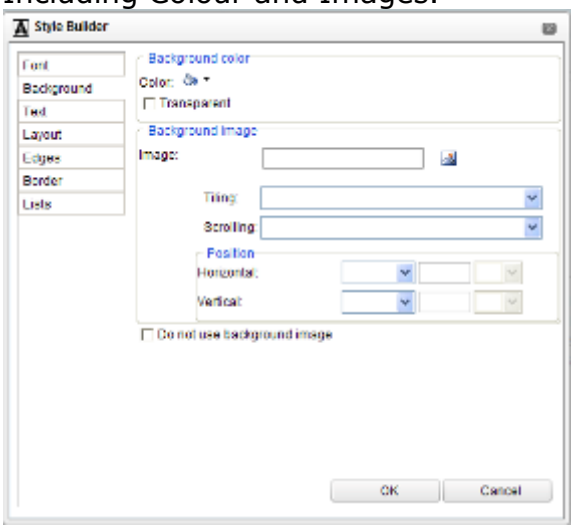


Table Style Builder—Text

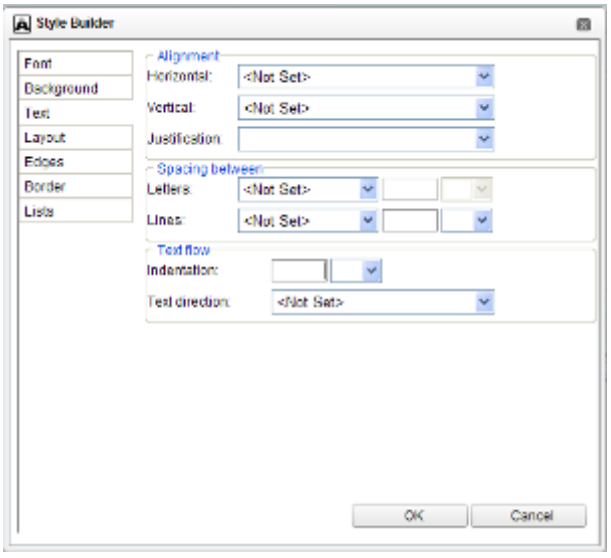


Table Style Builder—Layout

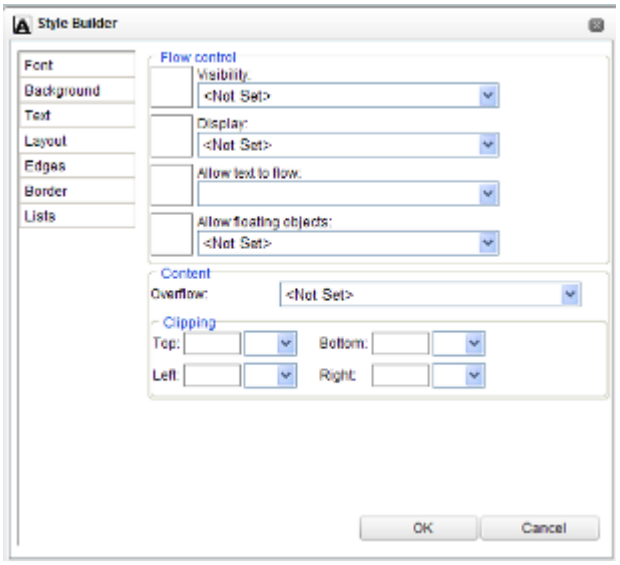


Table Style Builder—Edges

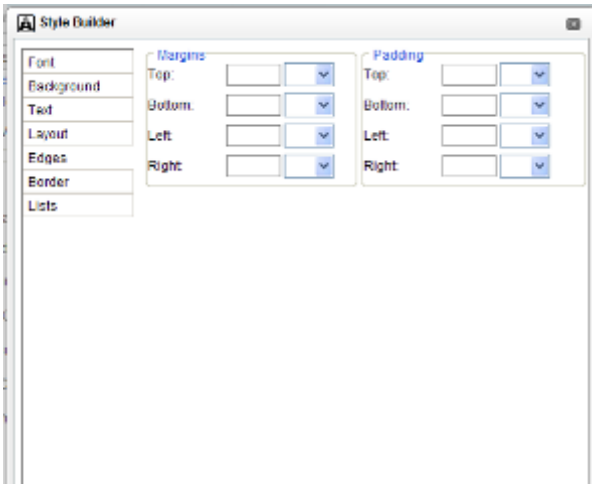


Table Style Builder—Border

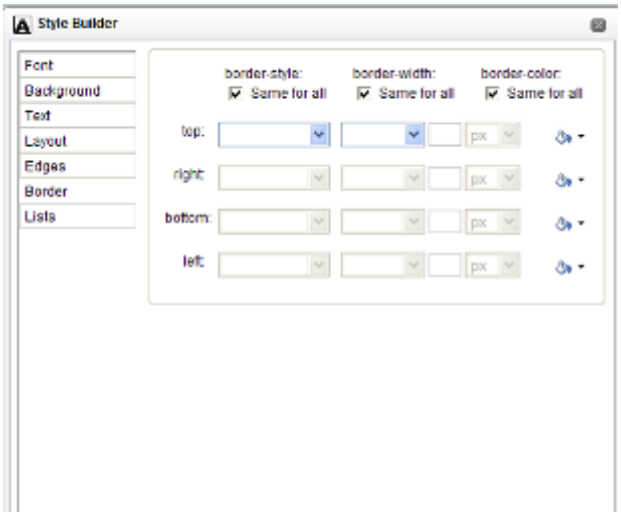
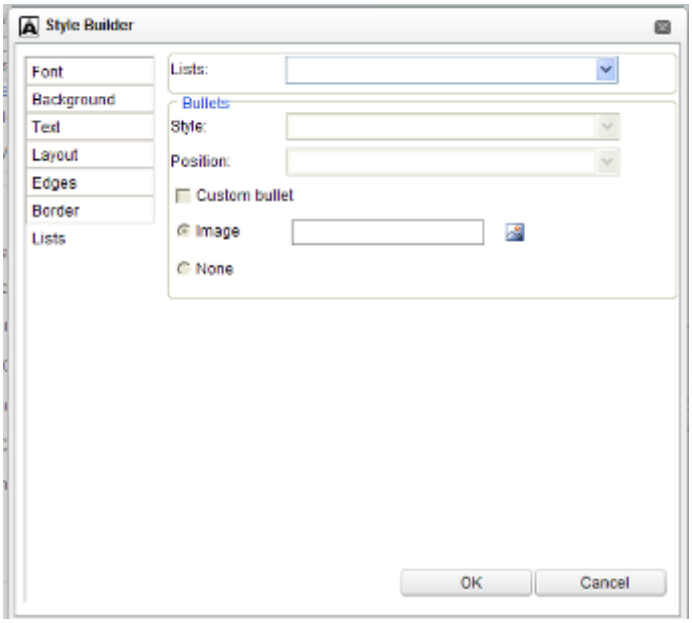
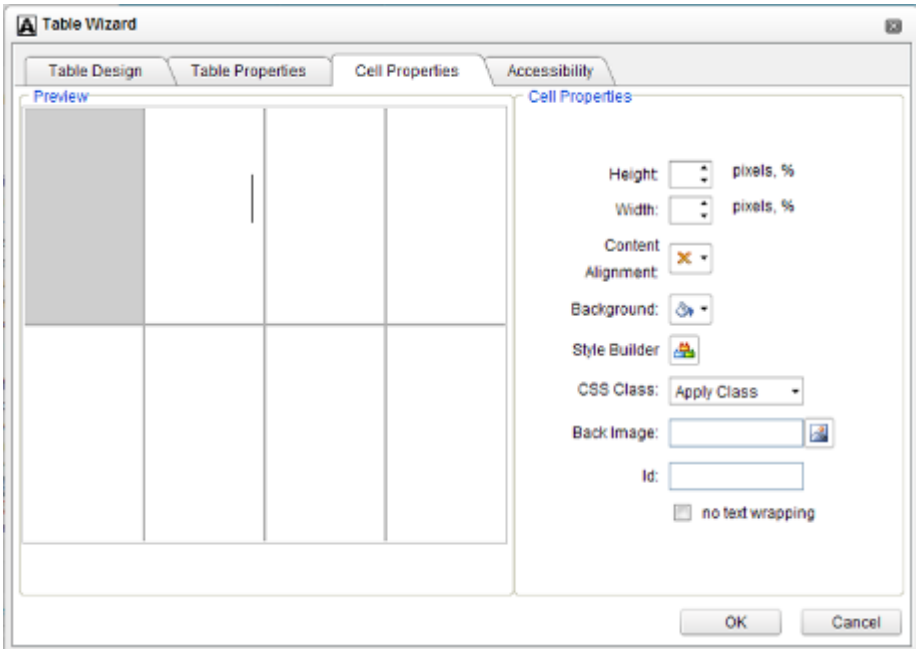


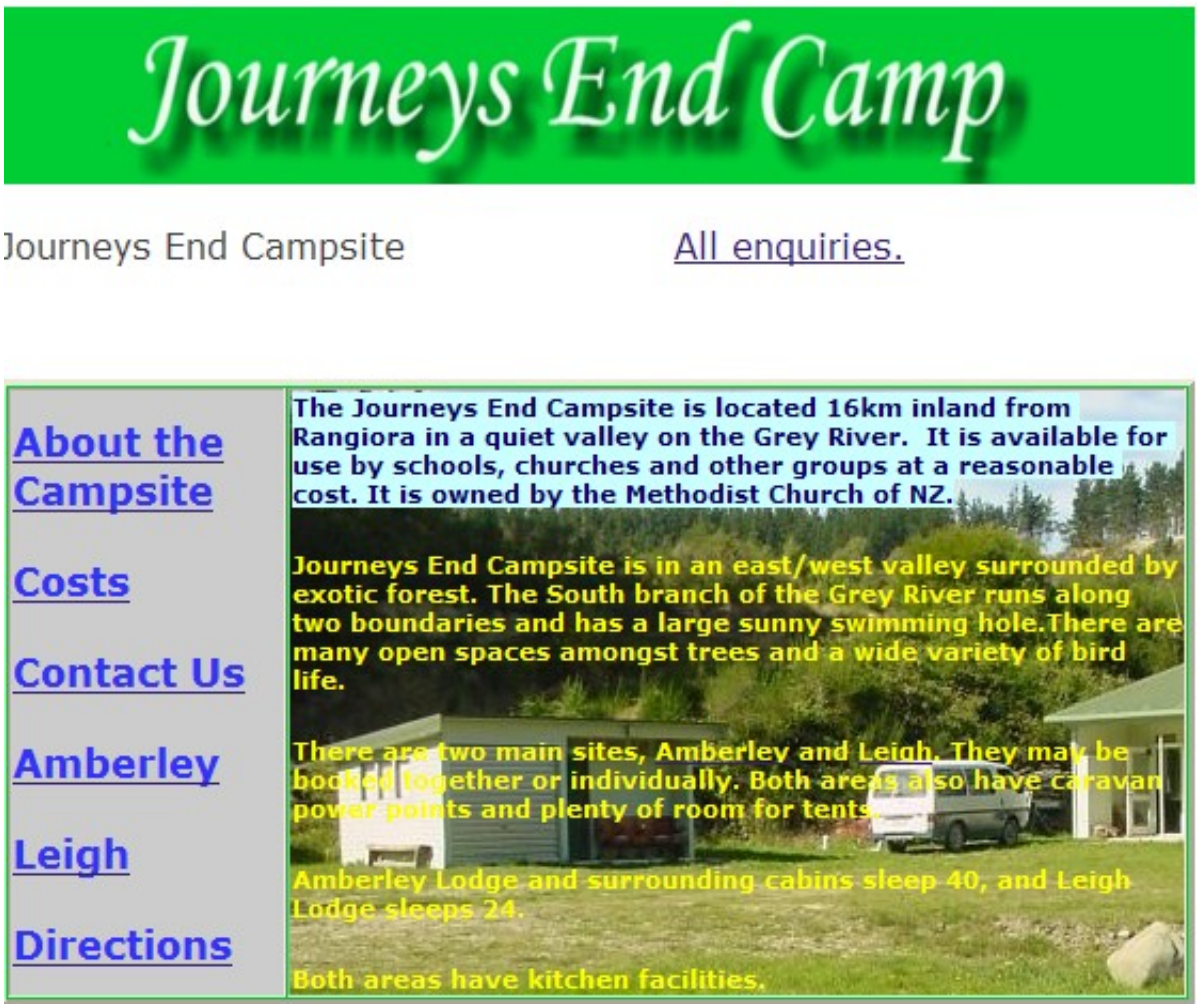
Table Style Builder—Lists



Cell Properties allow you to select a cell, and then apply special properties to it which override those which have been applied to the whole Table.
The Style Builder is the same as for the Table.



An Example of using Tables


Journeys End Camp
Journeys End Campsite
All enquiries.
About the Campsite
Costs
Contact Us
Amberley
Leigh
Directions
The Journeys End Campsite is located 16km inland from Rangiora in a quiet valley on the Grey River. It is available for use by schools, churches and other groups at a reasonable cost. It is owned by the Methodist Church of NZ.
Journeys End Campsite is in an east/west valley surrounded by exotic forest. The South branch of the Grey River runs along two boundaries and has a large sunny swimming hole.There are many open spaces amongst trees and a wide variety of bird life.
There are two main sites, Amberley and Leigh. They may be booked together or individually. Both areas also have caravan power points and plenty of room for tents.
Amberley Lodge and surrounding cabins sleep 40, and Leigh Lodge sleeps 24.
Both areas have kitchen facilities.

In this web page, the title **Journeys End Camp banner** was created using a photo editor and saved as a picture.

At the bottom is a table with 1 row and 2 columns.

The table width was set to 580.

The left hand column contains a menu. The width of this is determined by the width of the text. The cell has a background colour of grey.

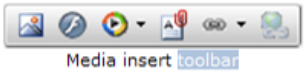
Each of the items in the left column of the table, are linked to another page of some sort, in the hidden container **Data**.

About the Campsite is linked to a Content Page,
Costs is linked to a Content Page.
Contact us is linked to an Enquiry Form page.
Amberley is linked to an Image Gallery.
Leigh is linked to a Content Page.
In the right cell, the background is set to an image, the first paragraph has foreground text set to Blue, and Text background set to Aqua.

4. Media Insert Toolbar

Most of the Toolbars should be self explanatory if you have used a program like Word, so I have not inserted explanations of how to use them here.
Two toolbars have features which need explaining.

You can use the buttons on the media insert toolbar to add images, simulations, sound clips, documents, links, and more to a page.

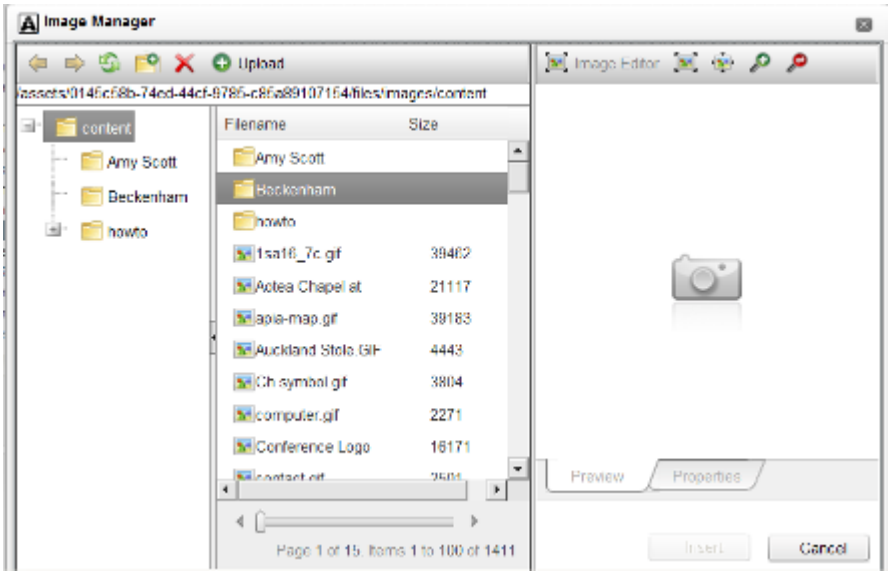


Media insert toolbar

	Image Manager	Edit, upload, and manage images
	Flash Manager	Edit, upload, and manage Adobe Flash animations
	Web Manager Media Strip	Upload and manage Windows media items, including YouTube videos and external media items (eg videos on other sites)
	Document Manager	Upload and manage documents (eg Word, Excel, PDF)
	Hyperlink Manager	Insert a link to a website or email address or create links within a page
	Remove link	Remove a link you have added

4.1 Inserting Images -The Image Manager

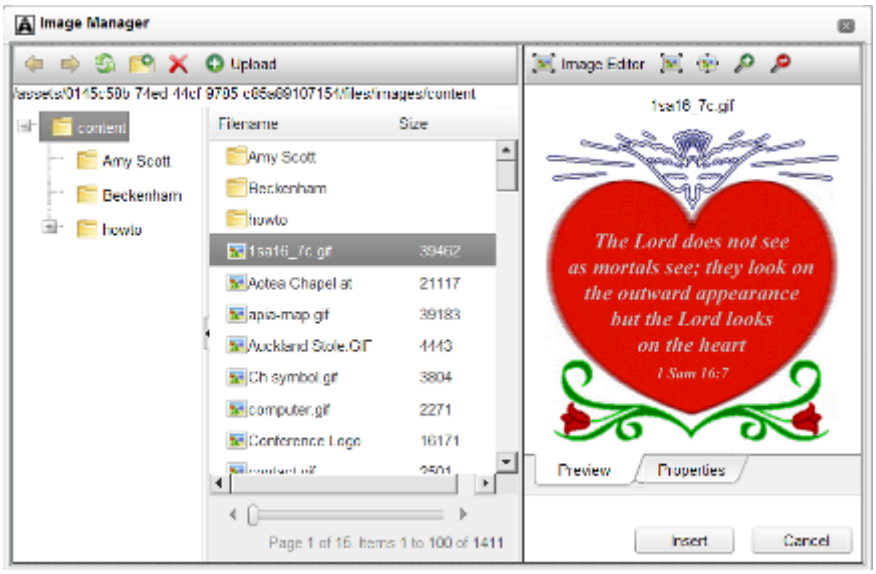
To insert a picture on a page, click on the **Image Manager** icon on the **Media Insert Toolbar**.
This brings up the **Image Manager** window which contains **ALL** the pictures used on the whole of the methodist.org.nz website.
This contains a lot of images. If the image that you want is in the Library, then you need to look through the pages using the slide bar at the bottom. This can be slow and awkward. The images are stored in filename order.



It is wise to store all your images together in a subfolder (see Amy Scott, Beckenham, and Howto in the example on the previous page.) Subfolders may be created by clicking on the **New Folder** icon. (Just to the left of the red Delete X) Avoid renaming your folder, as any images already inserted on your web-pages, will not be able to locate the picture as only the address is held on the page.

If your image is not already in the Library, you will need to Upload it from your computer. (see **Uploading Images and Pictures**)

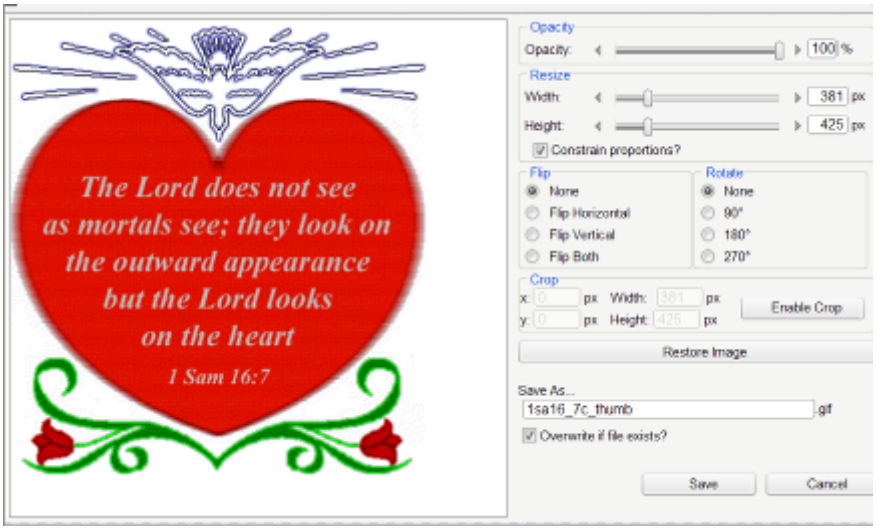
If the image is already in the Library, then it is displayed on the right.



Images, where possible should not exceed about 80,000bytes in size. If the image files are too large, they can be either edited on your computer before you upload them, or by opening the **Image Editor**—click on the Image Editor button above the image.

Remember though, if you edit the image held on the website, then it alters the image EVERYWHERE it is displayed on the website. The Image Editor window is shown below.

The Image Editor Screen



When you find the image that you want, click **Insert** and it will be inserted on your web page at the cursor position. You can then move it around and resize it to suit.

If your picture is not in the Library but on your own computer, then you need to Upload it to this Library.

IMPORTANT:
Before uploading your picture, you must make sure that it is in a suitable form for displaying on the web. Where possible, images files should be no larger than about 80kb, smaller if possible. Large files take a long time to load by users, especially those using dial-up connections. The images should be prepared on your own computer using such programs as Microsoft Office Picture Manager (supplied with Office 2003 and later), Microsoft Picture-it (supplied with some earlier versions of Office) or IrfanView (a free download). **Appendix 1** describes using the Microsoft Office Picture Manager.

Uploading Images and Pictures

On your Content Page, move the cursor to where you want the Image inserted.

In the **Image Manager**,

Open the folder in which you wish to place the image.

Click on the **Upload** button on the **Image Manager** screen.

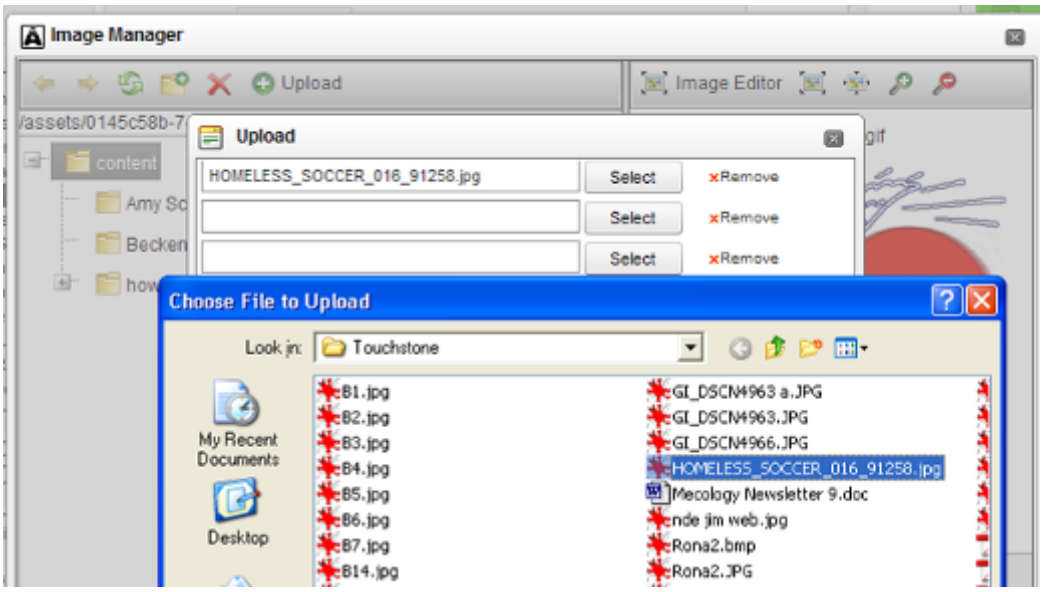
The window below then appears. This has room to Select three files from your computer. If you need more, then click on **Add**, which adds more boxes to the window.

Click on **Select** to select the image files from your computer.

Click on **Upload** when you have selected all the images that you want.

Upload
Select
Remove
Select
Remove
Select
Remove
Add
Overwrite if file exists?
Max file size allowed: 195.31 MB
File extensions allowed: *.gif, *.xbm, *.xpm, *.png, *.ief, *.jpg, *.jpe, *.jpeg, *.tiff, *.tif, *.rgb, *.g3f, *.xwd, *.pict, *.ppm, *.pgm, *.pbm, *.pnm, *.bmp, *.ras, *.pcd, *.cgm, *.mil, *.cal, *.fif, *.dsf, *.cmx, *.wi, *.dwg, *.dxf, *.svf
Upload

Note that this lists the types of acceptable graphics files.



When your image file is uploaded, you will need to find the picture in the Image Library. You should see the picture on the right of the Image Manager.

If your image file is too big, you may need to enter the **Image Editor** to reduce the size of the file to below 80k.

To insert the image on your page, Click on the **Insert** button.

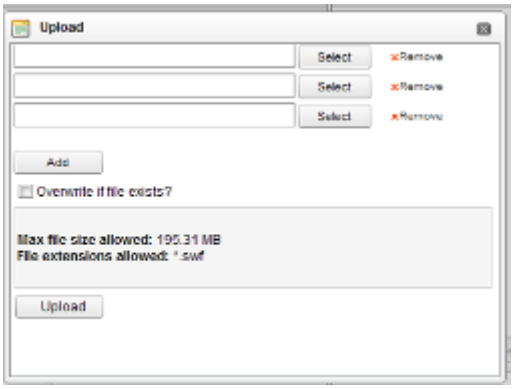
Once your image is on your web page, it can be moved around the web page with drag and Drop and also be resized.

To put text alongside the image, place the image in a table and right justify the table on the page. (see the section on Inserting Tables.)

In many cases it is worthwhile putting pictures in a table on your web page.

4.2 Inserting Flash Files - Flash Manager

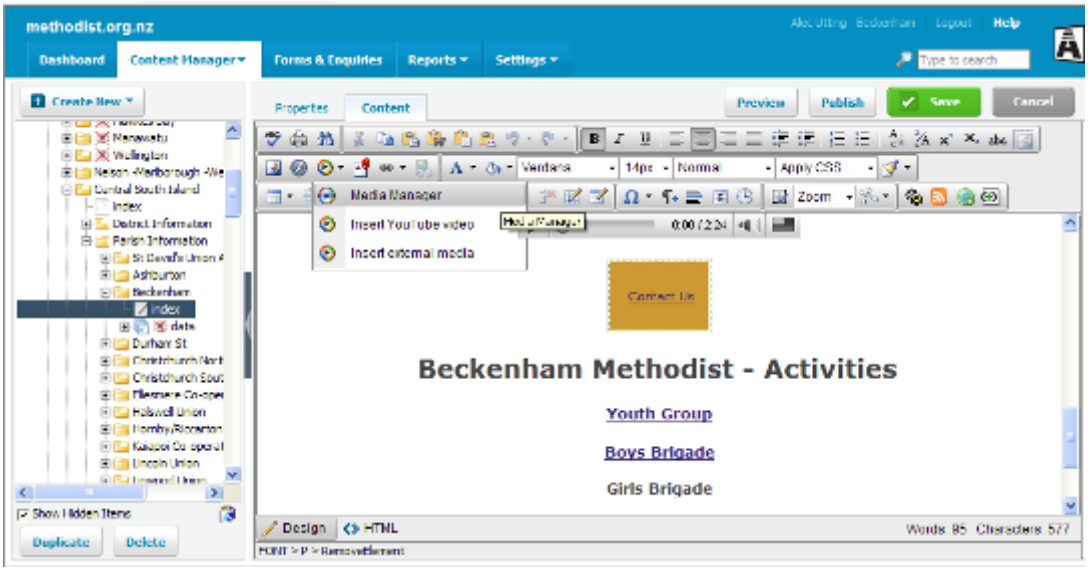
You can add animations, advertisements, and videos you have created using Adobe Flash to pages on your site. When you add an Adobe Flash video, you need to ensure you add its *.swf* (Shockwave Flash) file. Videos larger than 195.31MB are NOT supported. If you have uploaded several Adobe Flash videos to your site, you can organise them into folders to make locating and maintaining them easier. There is a single Flash Image Library for the whole website.



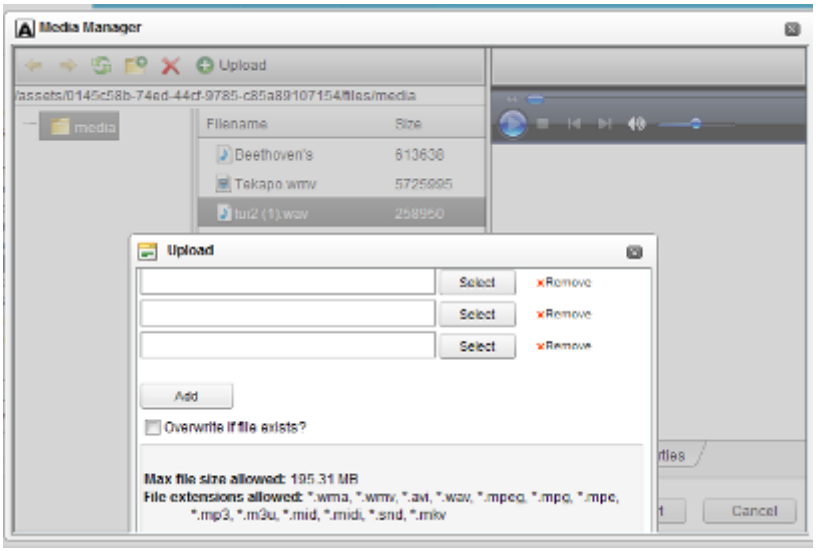
4.3 The Media Manager

The Media Manager allows you to insert sound and video onto your web page.

4.3.1 Inserting Media—The Media Manager



Selecting the **Media Manager icon**, and the **Media Manager** from the drop down menu, opens up the site Media Library.



This works in much the same way as the Image Library. Sub folders can be created, and media files uploaded in a similar manner.
When the media file is inserted into your web page, the relevant audio or video player is displayed. Note the allowable file types shown in the example above. The players must be activated by the user.

Once inserted on the page, they may be stretched to the required size

Examples are shown on the next page.

The example below shows an audio file (.wav) and a video file (.wmv) as they appear in the front end web page.

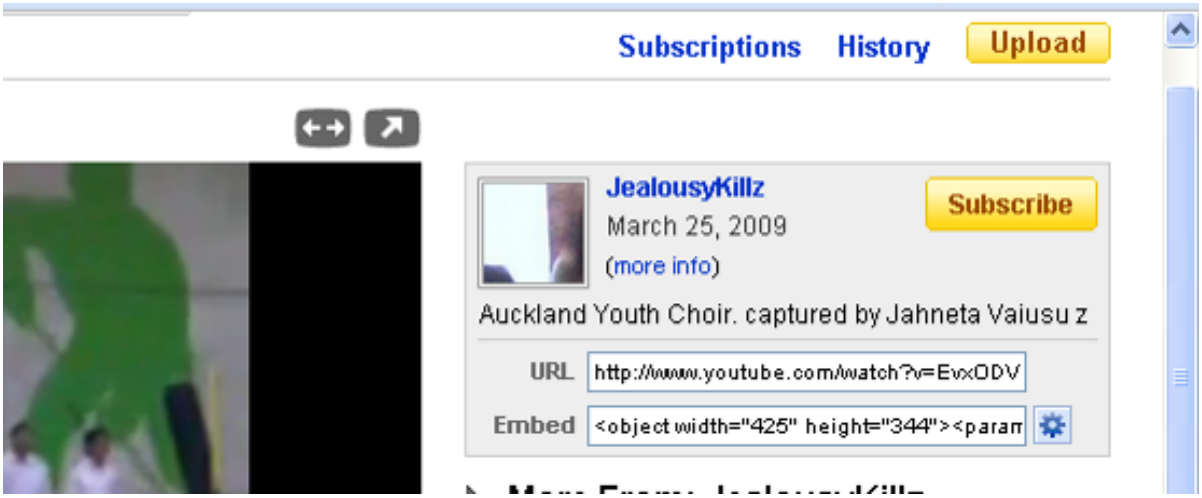
Note: At the time of writing, the players are inserting and playing correctly, but

1. **They always open in PLAY mode in edit and in the front end which is confusing if you have several with sound.**
2. **If you are using Internet Explorer, and the media image has been resized, then when you go to reedit the page, the image reverts to its original size. Chrome is OK.**

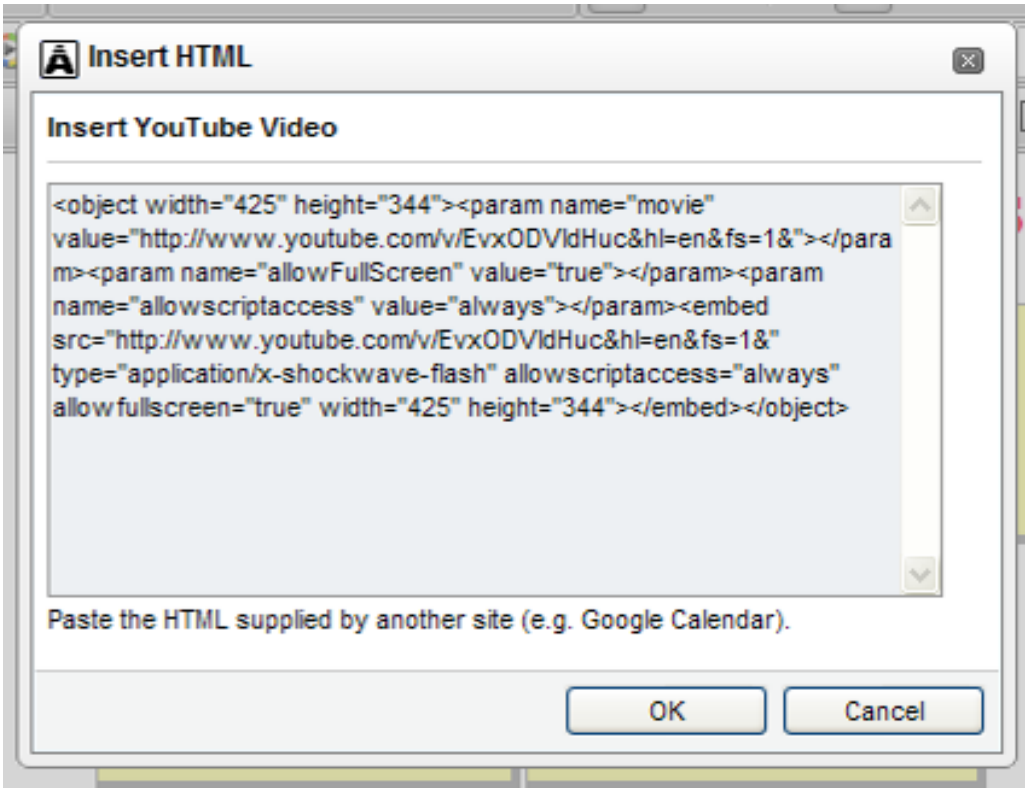
4.3.2 Inserting YouTube Videos

To add a YouTube video:

- Go to www.youtube.com on your internet browser and locate and select the video you wish to add.
- Copy the HTML snippet for the video in the *Embed* field on the right.



- Select the web page and the position in the Web Manager where you want to insert the YouTube clip.
- Select **Insert YouTube video** from the **Media Manager** drop down menu.
- Paste the text copied from **Embed** into the Insert HTML window.
- Click **OK**.



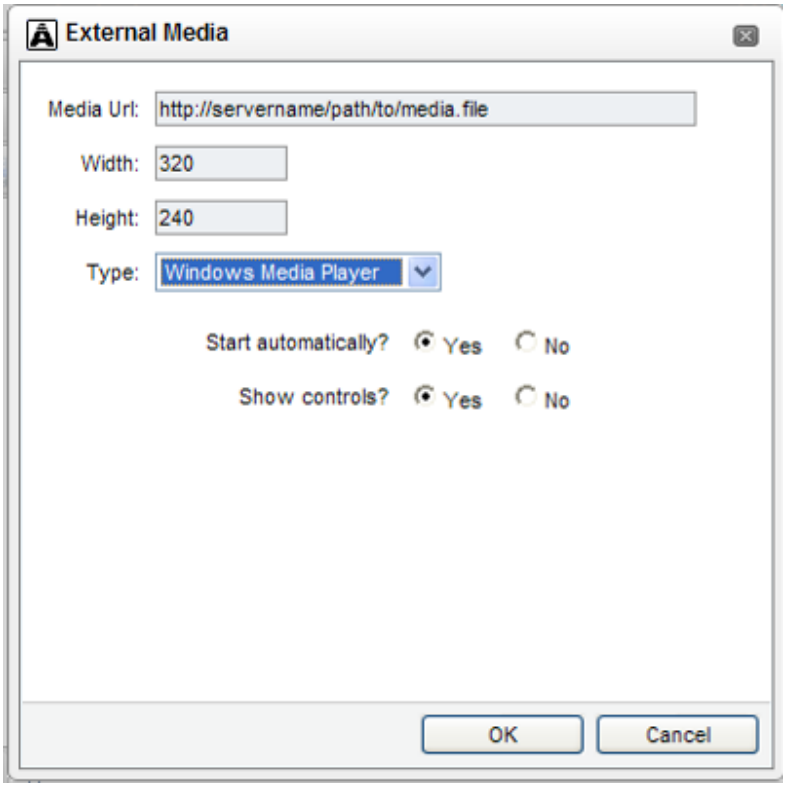
Example of Code copied into the Insert HTML window

YouTube inserted into the Web Page.
This can be stretched to whatever size that you want.

4.3.3 Inserting External Media

You can add a Windows Media or Adobe Flash video from another site to your site. To do this:

- Locate the Media item on Internet that you wish to insert and copy the address (URL) of the item.
- Go to the web page and position in Acclipse Web Manager where you want to insert the Media.
- Select **Insert External Media** in the **Media Manager** drop down menu.
- Paste the address which you copied into **Media URL**.
- Set the **width** and **height** fields—the image may be resized later.
- Click the arrow beside the **Type** field and select
  Windows Media Player (eg for .mp3 files).
  Or ***Shockwave/Flash Player*** (eg for .swf files).
- Select **Yes** beside **Start automatically** to have the Media item start automatically when a visitor opens the page (if required).
- Select **Yes** or **No** beside **Show Controls** to display or hide the Media controls (eg Play and Stop buttons).
- Click **OK**.



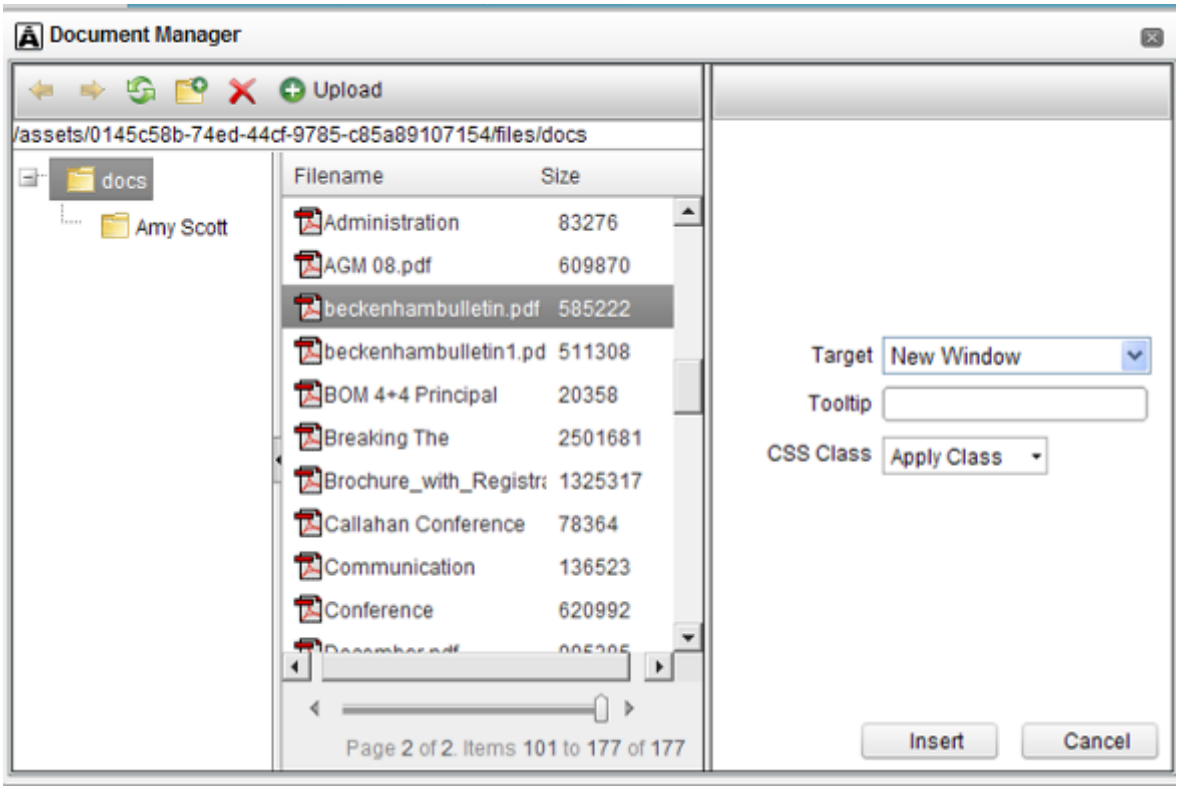
This displays a player in the same way as the Media Manager.
Note: See the warning note in the Media Manager.

4.4 Inserting Documents - The Document Manager

The Document Manager manages the Document Library where files are kept. These include Word files, Adobe .pdf files, Excel files, etc. They may be linked to a group of words or an image.

Linking to a file

- Open the required page and select the words (or image) that you want linked to a document.
- Click on the **Document Manager icon**. This opens the **Document Manager**.



The files are listed by type with the Word files (.doc) at the start and the Adobe files (.pdf) at the end. You can use the slide at the bottom to move through the list. It is preferable that you set up you own sub folder so that you can easiliy find your files.
Select the type of window in which you want the file displayed.
Press **Insert**.

Uploading files from your computer is the same as uploading images.

Any words which are linked to files are underlined.

4.5 Link Manager

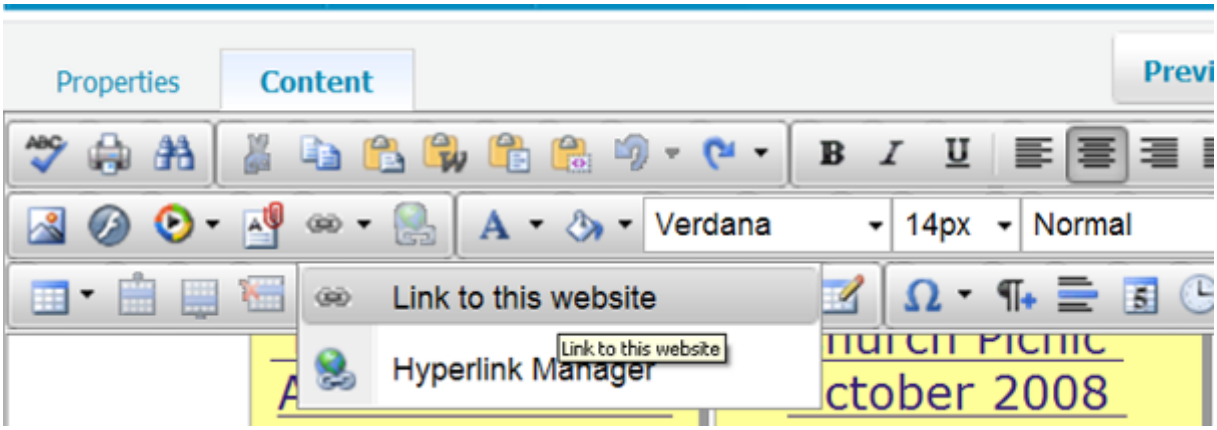
Inserting Links

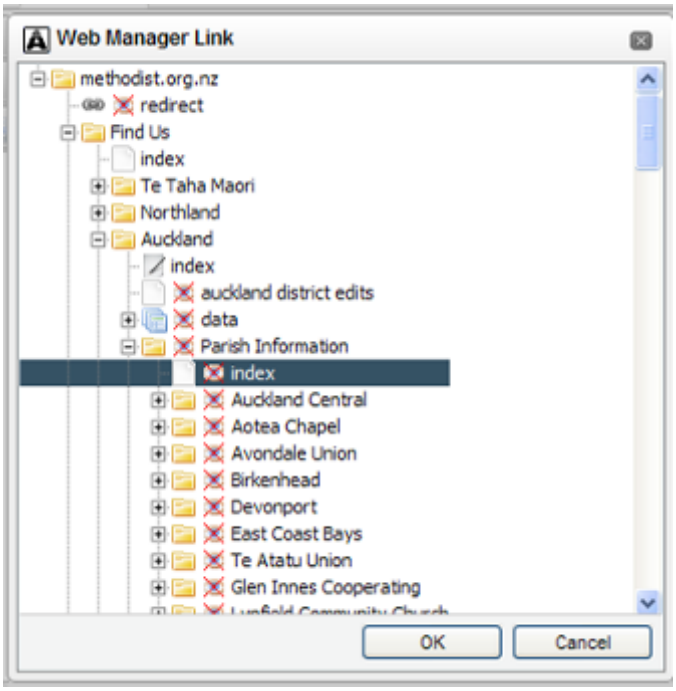
Links may be inserted to jump to

Another page on this website.
Another web site.
A file stored on this website—see Section 4.3 Document Manager
To open an email page.
Text within the same page or within another page.
An Image Gallery.

4.5.1 Link to another Page on this website.

On your **Content Page**, select the text or image that you want to turn into a link.
Select the **Hyperlink Manager** icon in the **Media Insert** toolbar at the top of the screen.
Click on **Link to this website** on the drop down menu.





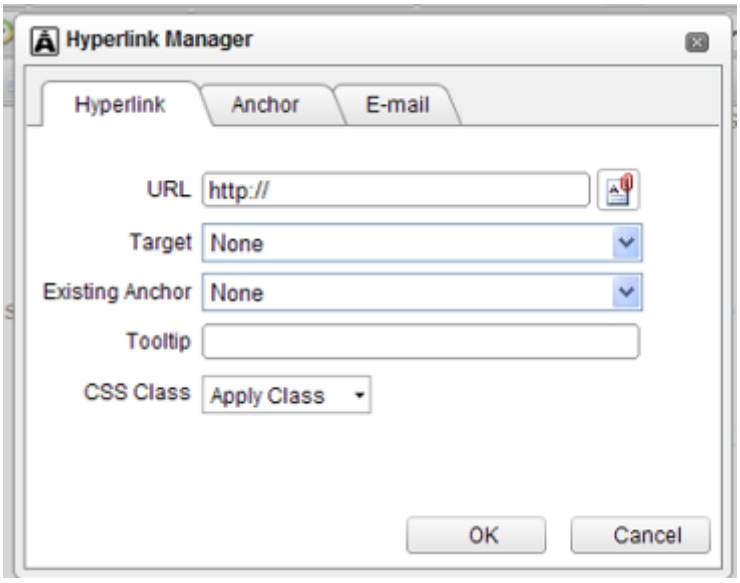
Select the icon for the item you wish to link to, in the Web Manager Link window.
This may be anything there that is showing, whether it is **Hidden** or marked **Not On Menu**.

Press **OK**.

The item selected to link to may be any item shown on the Site Tree.

4.5.2 Insert Link to another Web site.

Proceed as for **Insert Link to another Page** above but instead of selecting **Link to this Website** Select the **Hyperlink Manager**.
Type in the full website address in the **URL** field in the **Link Manager** window.
Make sure that you include the **http://** that goes at the start of the website address.
e.g. http://www.cel-software.co.nz and **NOT** www.cel-software.co.nz



Do not fill in the **Target** and **Existing Anchor** fields as these are used for jumping to another place on the same page.

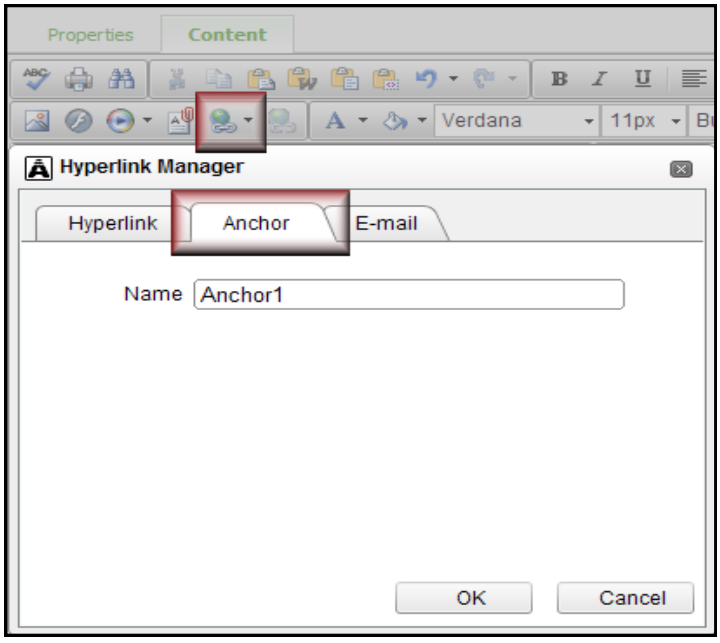
If you insert a **Tooltip**, this will appear when the cursor is moved over the linked text or image.

Select **OK** to complete the link insertion.

4.5.3 Insert Link to Text within a Page (Target Link)

If you have a page with a lot of text or images on it, you can make it easier for visitors to find their way around the page by creating a link from one section of the page to another. The destination link is called an anchor. To create a link within a page:

1. Open the required page in editing mode.
2. Create the anchor:
   a. Select the text you wish to convert to an anchor.
   b. Click the arrow beside the **Link to this website** icon → Select **Hyperlink Manager**
   c. Select the **Anchor** subtab.
   d. Paste the text in the **Name** field.
   e. Click **OK**.

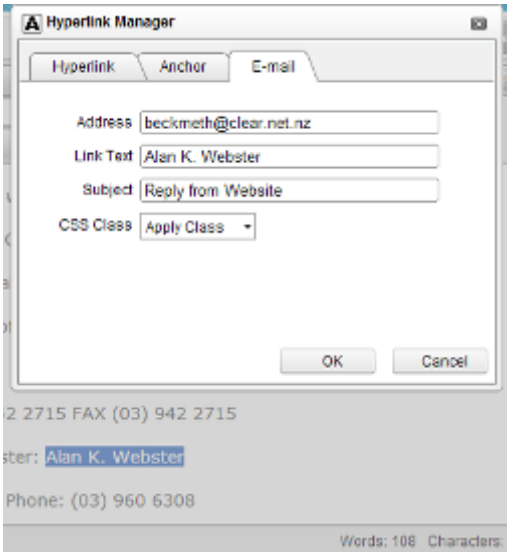


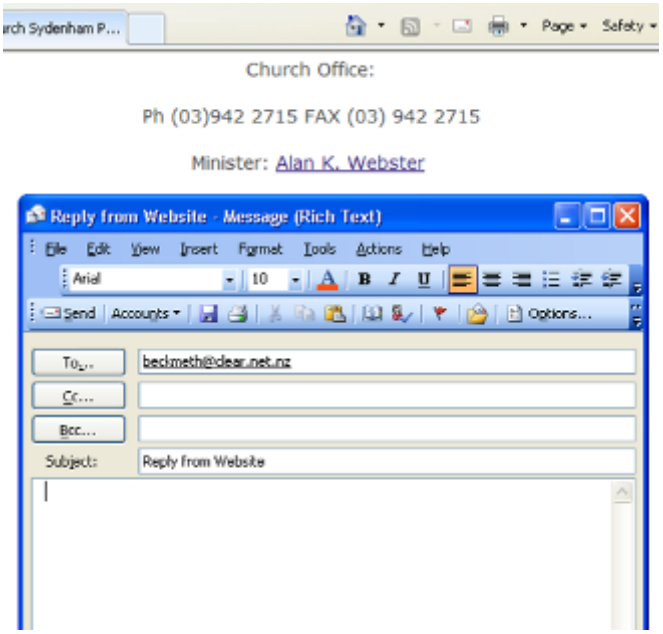
3. Link to the anchor:
    a. Select the text or image you want to convert to a link.
    b. Click the arrow beside the **Link to this website** icon → Select **Hyperlink Manager**.
    c. Ensure the **Hyperlink** subtab is selected.
    d. Click the arrow beside the **Existing Anchor** field — Select the anchor you have added and wish to link to.
    e. Click **OK**.

4.5.4 Insert link to an email

You can create a link on a page that takes users to an email address. This preferable to placing your email address on the web page where it is accessible to scammers. To set up the email link:

1. Open the required page in editing mode.
2. Select the text you wish to convert to an email link.
3. Click the arrow beside the *Link to this website* icon → Select **Hyperlink** *Manager*.
4. Select the **E-mail** subtab.
5. Enter the email address in the field provided.
6. Enter a subject for the email in the field provided.
7. Click the arrow beside the **CSS** Class field → Select a display format for the email.
8. Click **OK**.





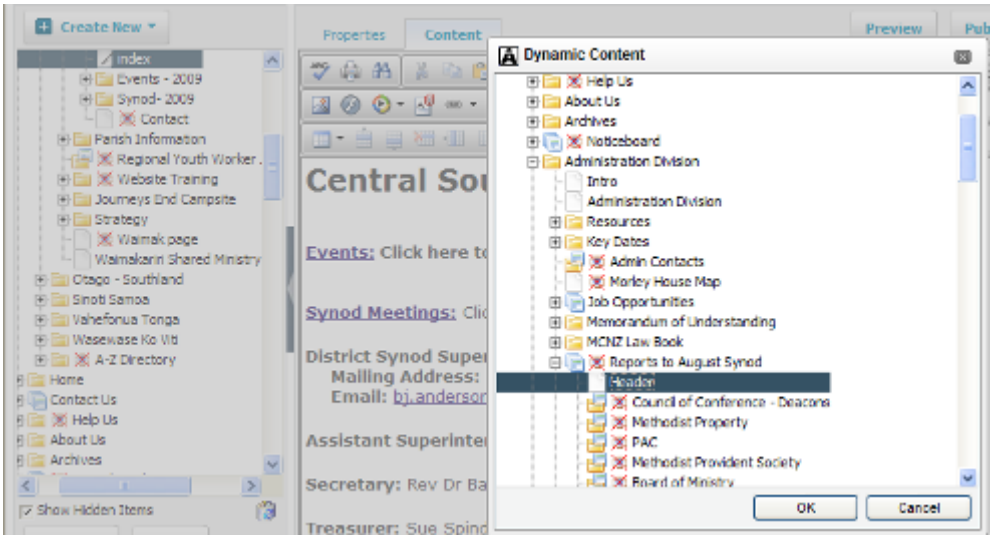
On the website page, clicking on the link creates a blank email with subject Reply from Website

5. Insert HTML Toolbar

5.1 Insert Dynamic Content (from this site)

This function allows you to insert into your web page, data from anywhere within the Methodist web site at the time when the web page is accessed. This can be used for such things as headings for a group of churches, a list of announcements, or anything that you don't want to reproduce within the website so that when it is changed, it is promulgated to everywhere which accesses it.

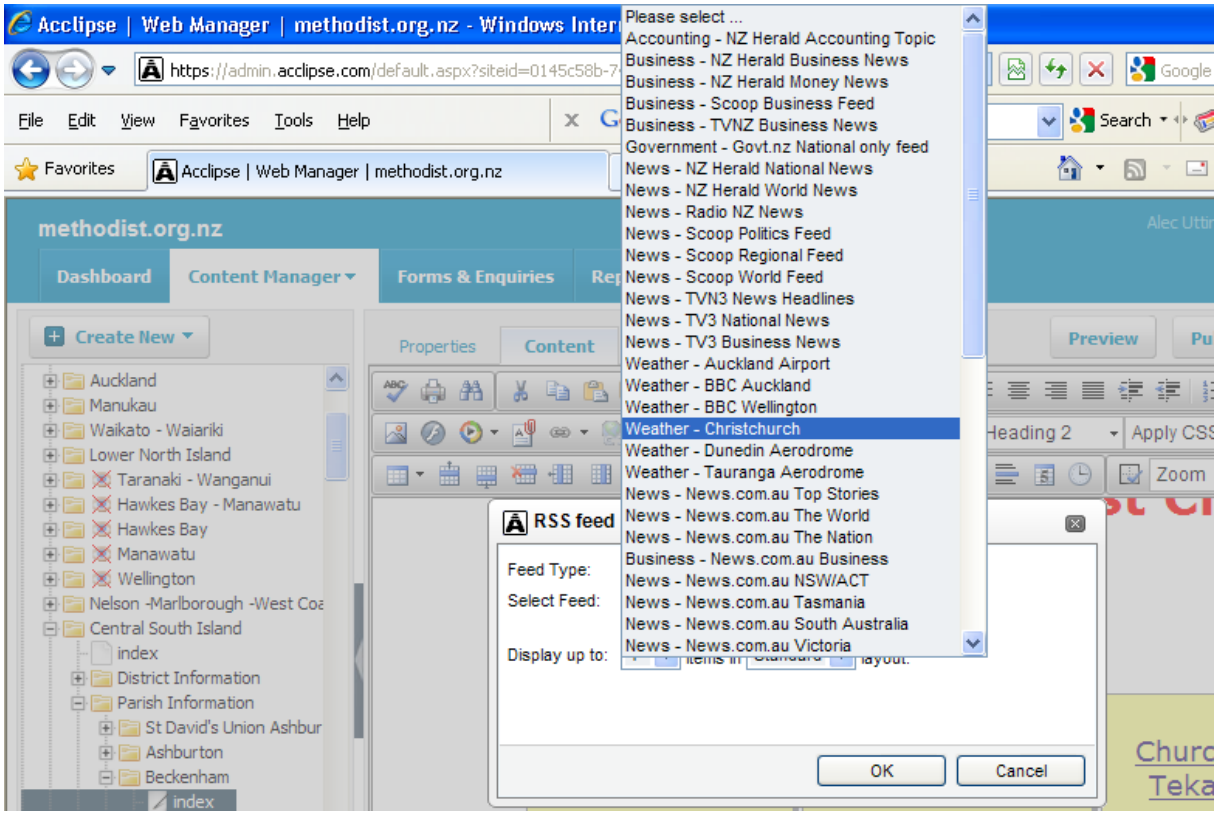
In the example below, the list of synod reports is put into the Central South Island Synod District news.



The list of reports is inserted into the Synod page when the page is accessed.

5.2 Insert RSS Feed

An RSS ("Really Simple Syndication") Feed is a stream of live information (eg news headlines, weather) you can add to your site as a Web Feed (RSS) item, or within a page. If you have a news section on your site that you update regularly, you could make this area a web RSS item. You may select from a number of predefined feeds.



In this example I have inserted a weather feed.

5.3 Insert Google Map

Go to Google Maps in your browser

- Find the relevant map.
- Click on Link.
- Copy the EMBED text.

In Web Manager,

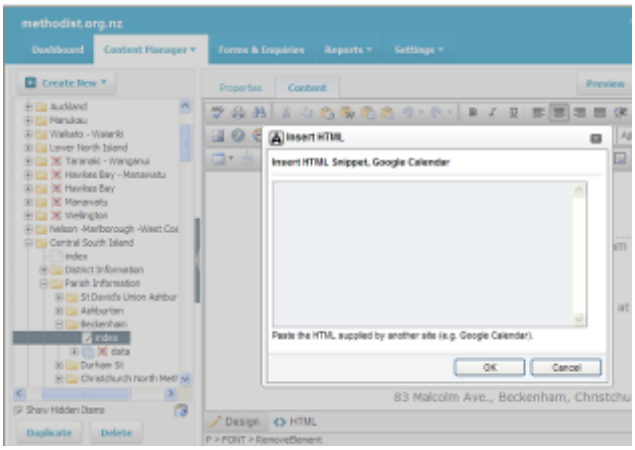
- Select the point on the Web Page where you want the map.
- Click on Insert HTML Snippet. (see Page 36)
- Paste the copied text in.

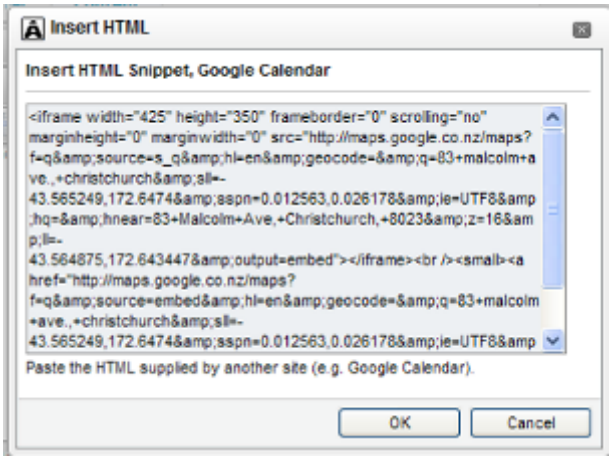
See the example on the next page.

5.4 Insert HTML Snippet, Google Calendar, etc.

This allows you to insert HTML code into your page. This will usually be supplied from an external site. It works in a similar manner to YouTube.

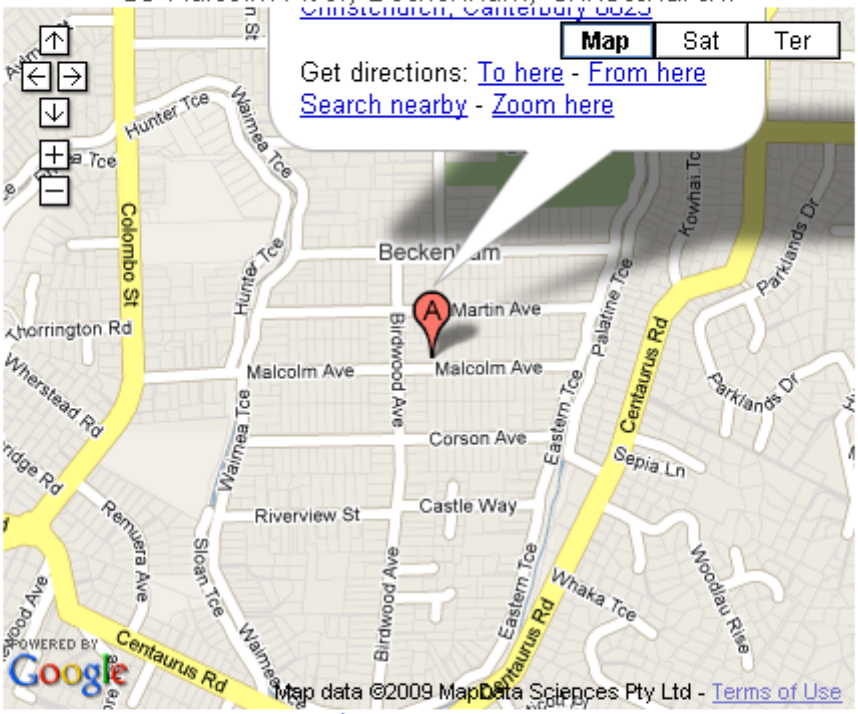
The example below is from Google Maps, with the HTML code copied from Link/ Embed.




Insert HTML
Insert HTML Snippet, Google Calendar
<iframe width="425" height="350" frameborder="0" scrolling="no" marginheight="0" marginwidth="0" src="http://maps.google.co.nz/maps?f=q&source=s_q&hl=en&geocode=&q=83+malcolm+ave.,+christchurch&sll=-43.565249,172.6474&sspn=0.012563,0.026178&ie=UTF8&hq=&hnear=83+Malcolm+Ave,+Christchurch,+8023&z=16&ll=-43.564875,172.643447&output=embed"></iframe>
<small><a href="http://maps.google.co.nz/maps?f=q&source=embed&hl=en&geocode=&q=83+malcolm+ave.,+christchurch&sll=-43.565249,172.6474&sspn=0.012563,0.026178&ie=UTF8&
Paste the HTML supplied by another site (e.g. Google Calendar).
OK
Cancel

Church Office:

83 Malcolm Ave., Beckenham, Christchurch.



View Larger Map

Ph (03)942 2715 FAX (03) 942 2715

Minister: Alan K. Webster

Home Phone: (03) 960 6308

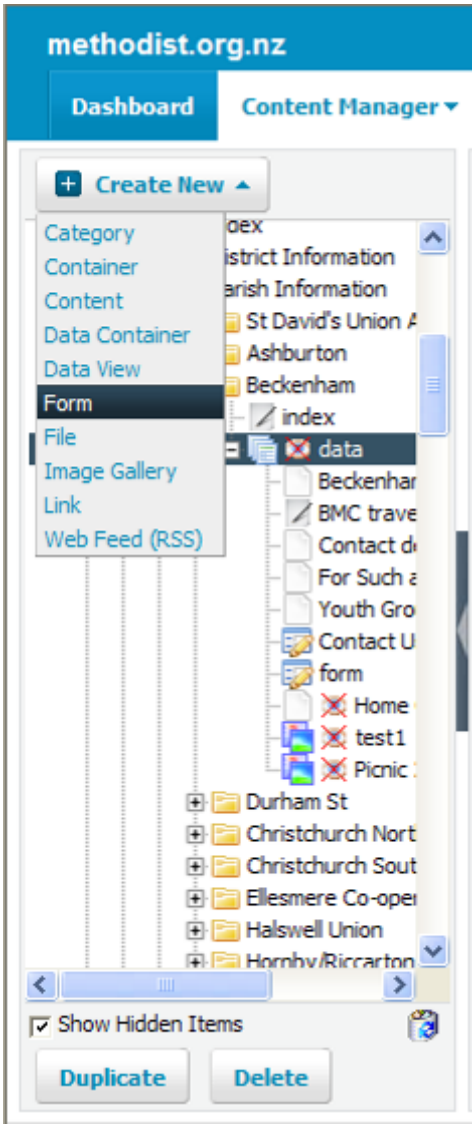
6. Creating and Using Enquiry Forms

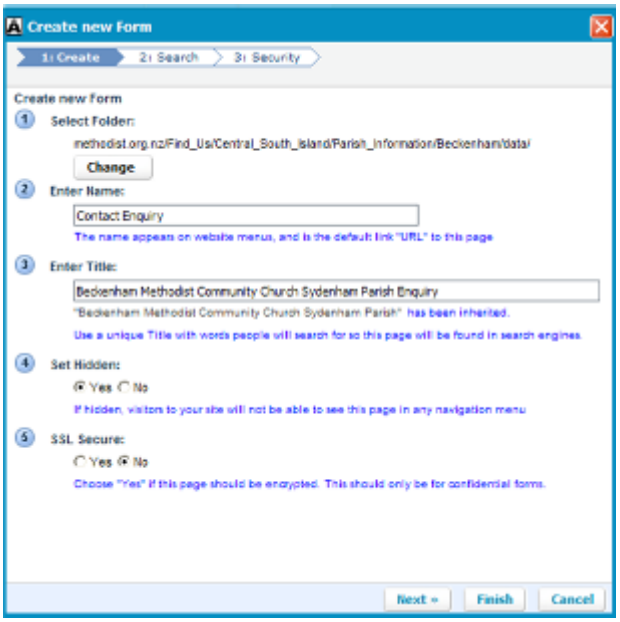
Enquiry Forms are necessary if you want visitors to contact you by email, without putting your email address on the Web Page. Most scam emails are sent to email addresses found on web pages or within attached files such as Word or Adobe.pdf files.

You need to create your enquiry form first, and then link it to some item on a page.

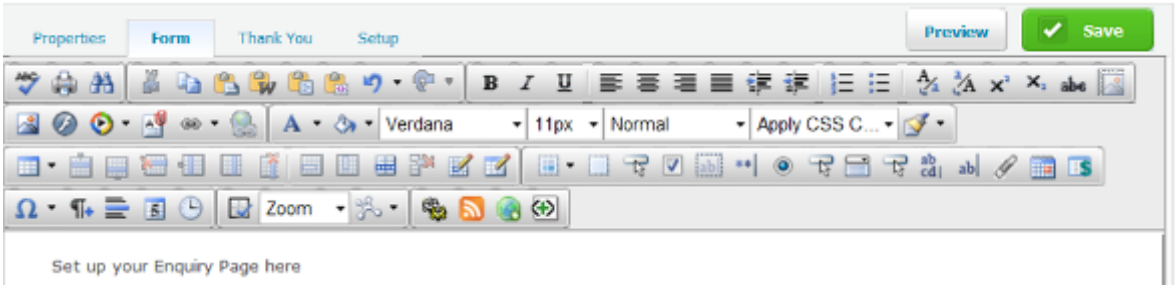
To create the Enquiry Form

- Select the Container or Category where you want to store the Enquiry Form. (In the example here, data is chosen)
- Click on **Create New** and select **Form**.
- Fill in the details to set it up.
- Press **Finish**.
- Wait …. and a blank page will finally appear.





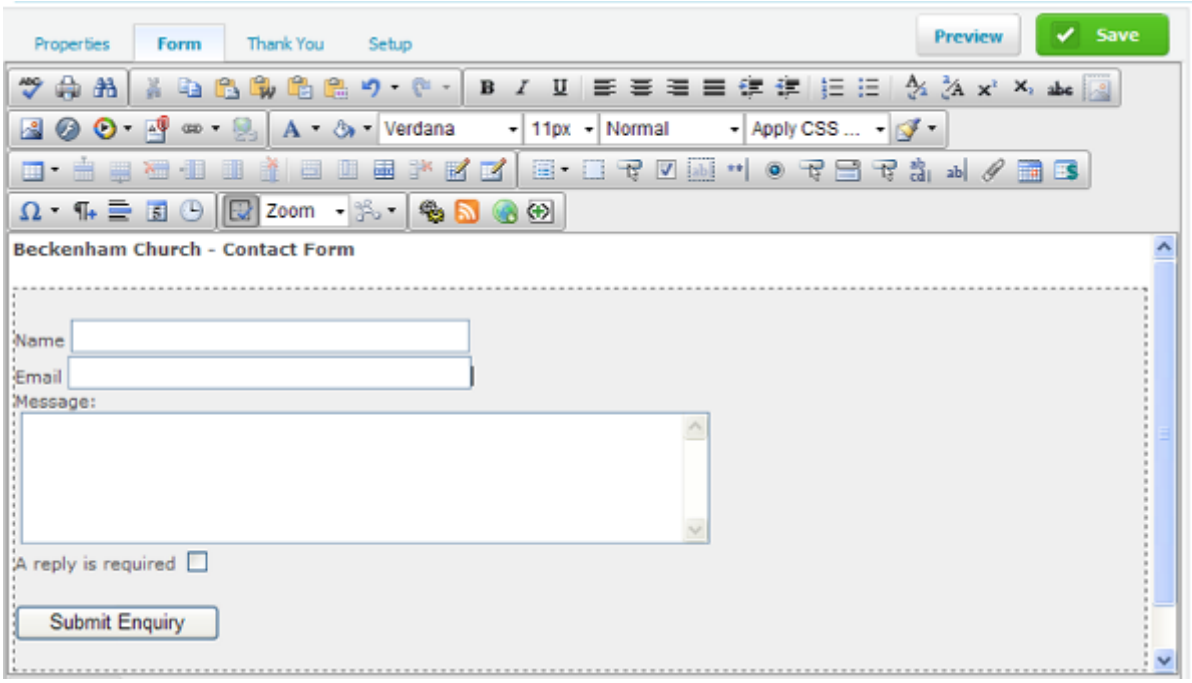
The following screen then appears. Notice the extra tool bars for Enquiries on the right.



The **form toolbar** only displays when you select a form item on the site tree. You can use this toolbar to add clickable fields, buttons, and more to a form.

	Insert Form Element	Insert one of the available form elements
	Insert Form	Add a form area
	Insert Button	Add a blank button that you can label as required
	Insert Checkbox	Add a checkbox for a visitor to tick or untick
	Insert Hidden	Add a field that is NOT visible on your site
	Insert Password	Add a password field in which users can enter their password without it displaying on their screen
	Insert Radio	Add radio buttons to give users the option of selecting only one of the available options
	Insert Reset	Add a *Reset* button
	Insert Select	Add a field with a dropdown arrow that lists options visitors can select
	Insert Submit	Add a *Submit Query* button
	Insert Text Area	Add a field in which users can enter a paragraph
	Insert Text Box	Add a field in which users can enter a small amount of text
	Insert file upload field	Add a button that users can click to upload a file to your site
	Insert date picker field	Add a field in which users can select a date
	Insert a product matrix	Add a list of products with their prices that visitors can use to calculate how much it would cost to buy a selection of your pro

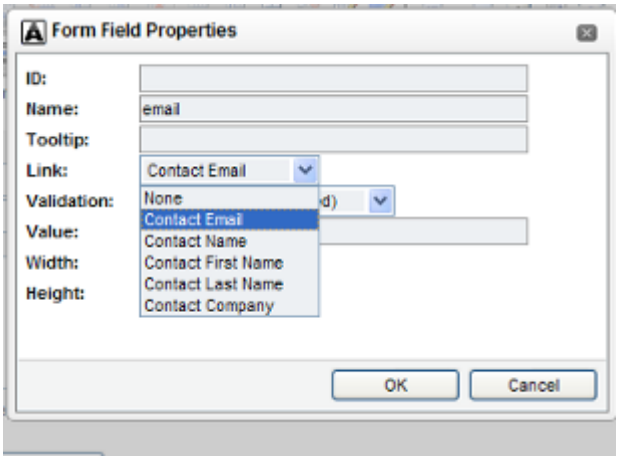
On your Enquiry Form, the **Submit Query** button MUST be present.

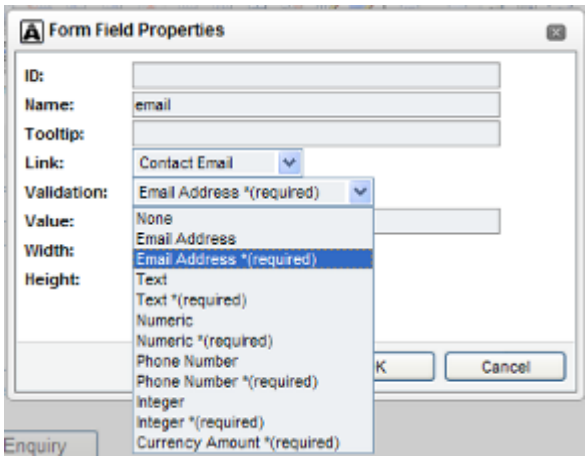


A simple example is shown above. In this
The grey area is a 1x1 table with a grey background.
The Name and Email boxes are both **Text Boxes**.
The **Message** box is a **Text Area**.
The Reply is a **Checkbox**.
The Submit Enquiry is a **Submit** box.

Naming the Data Boxes.

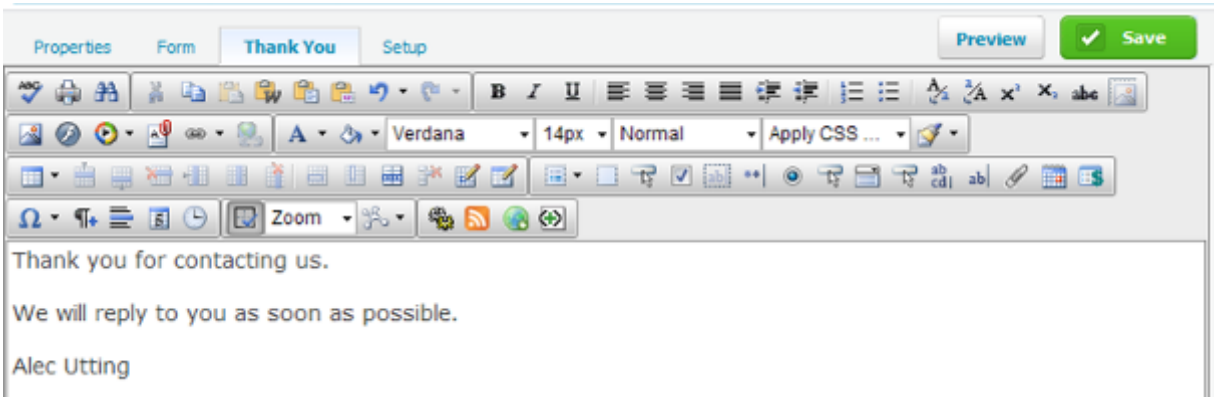
To complete the setup for Enquiry Forms, a **Thank You screen**, and **Response Emails** must be set up. To do this, one field MUST be defined as an Email Address. And each field must be named.



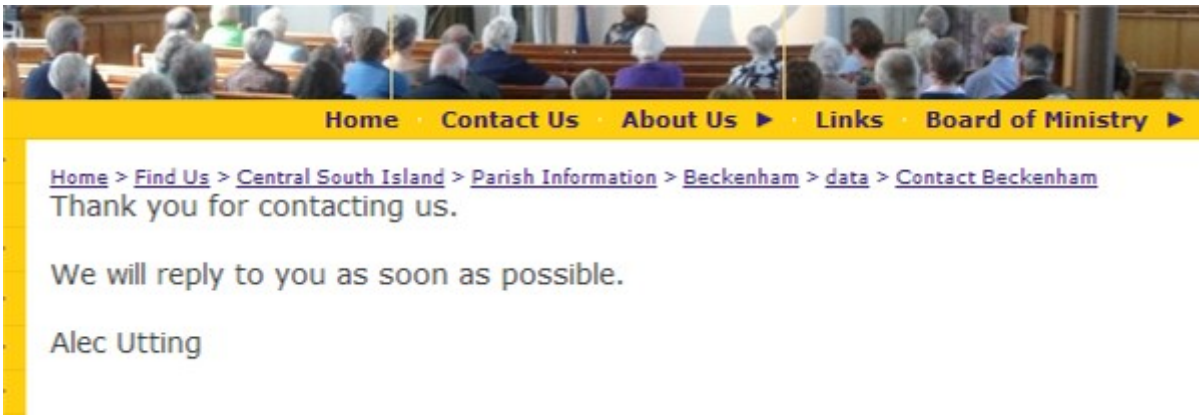


For EACH field, double click on the box (or right click on each box and select Properties), to get the Properties window.
For EACH box, make sure that a **Name** is entered.
To define a field as an email, select the **Link** as **Contact Email**
And the **Validation** as **Email Address *(required)**

Thank You Response.



Thank You page set up in the Backend.

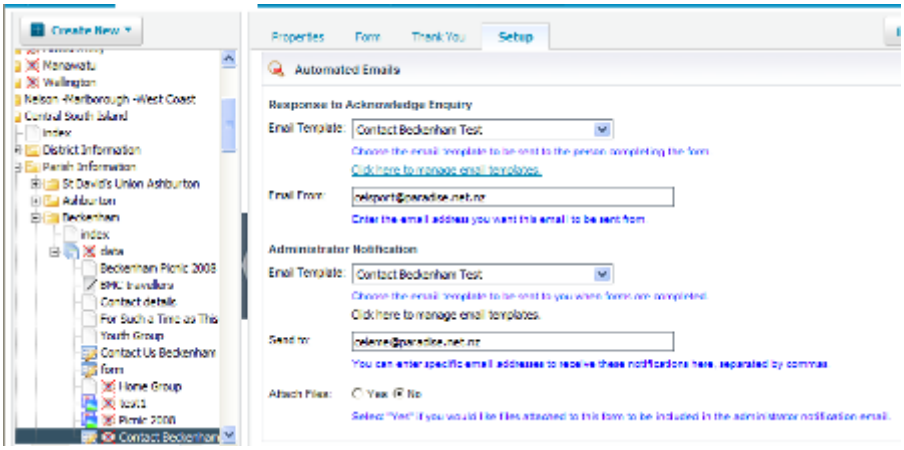

Home
Contact Us
About Us
Links
Board of Ministry
Home > Find Us > Central South Island > Parish Information > Beckenham > data > Contact Beckenham
Thank you for contacting us.
We will reply to you as soon as possible.
Alec Utting

Thank You page reply in the FRontend.

This sets up a response which is displayed on the screen after a Enquiry has been submitted. This page is set up in the same way as an ordinary Page.

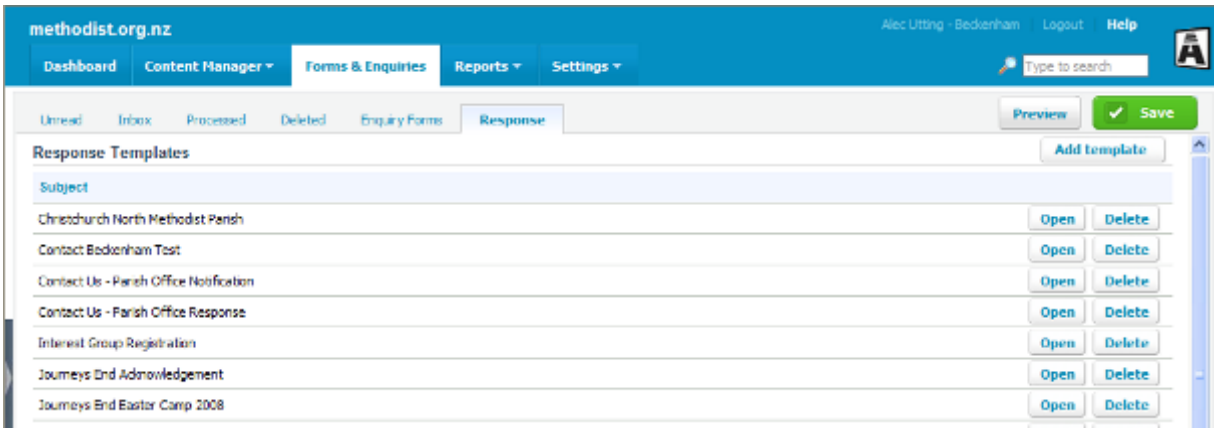
Response Templates.

These create the information which is emailed to the submitter, and to nominated email addresses after data is submitted. They may contain all or some of the data as well as any other message. The templates sent to the submitter and the nominated email addresses may be the same or set up to be different.
The templates are set up in a common library for the whole site. You will first need to create your Template (unless you can use an existing one).

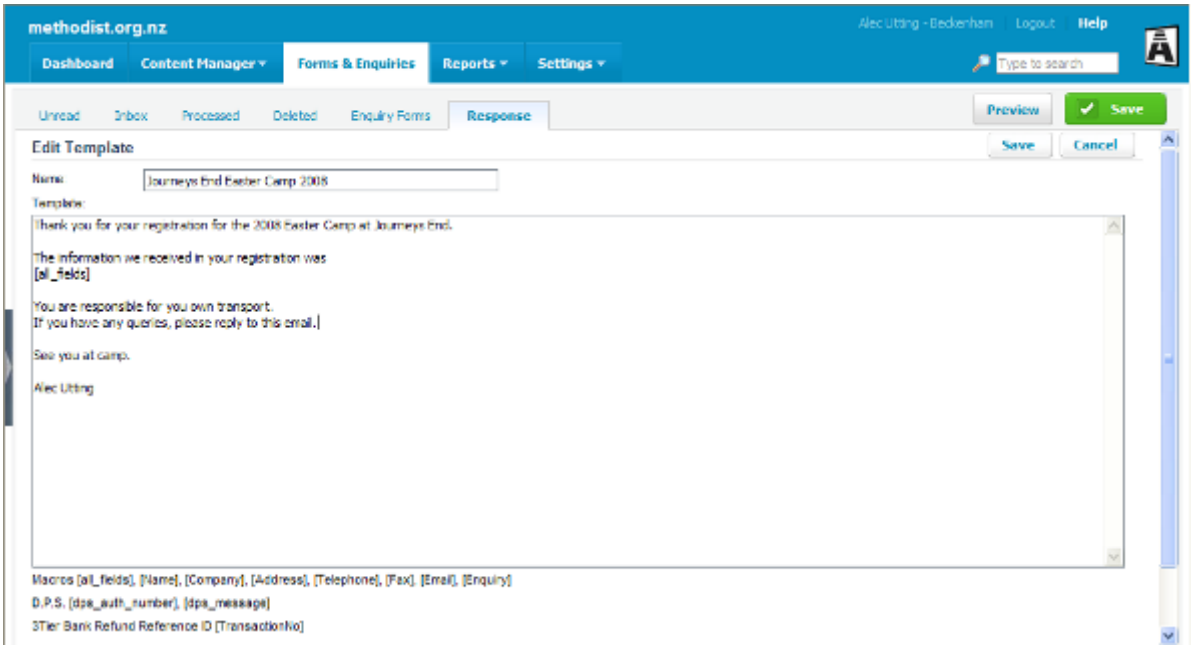


On the Enquiry Form page, select **Setup**. Click on **Click here to manage email templates.**

The full library is displayed. Alternatively, you may get here by selecting **Forms and Enquiries—Enquiry Forms–** your enquiry Form.
You can delete or change any of the existing templates here by selecting the Template, and clicking **Open** or create new Templates.



To create a new Template, click on **Add Template** at the top left. You will get a blank area to fill in.
You must give your Template a **Name** (In this example - **Journeys End Easter Camp 2008**)



You then create the message that you want to go to the enquirer in an email. The font is fixed, but you may use Copy and Paste using either a right click, or **Ctrl/C** and **Ctrl/V** keys.
At the bottom are listed some of the field names that you may have used on the Enquiry Form. Field Names that you have used, may be inserted anywhere in the Template enclosed in [square brackets] even if they are not shown.
In this example I used **[all_fields]**. This lists all the data which has been entered.

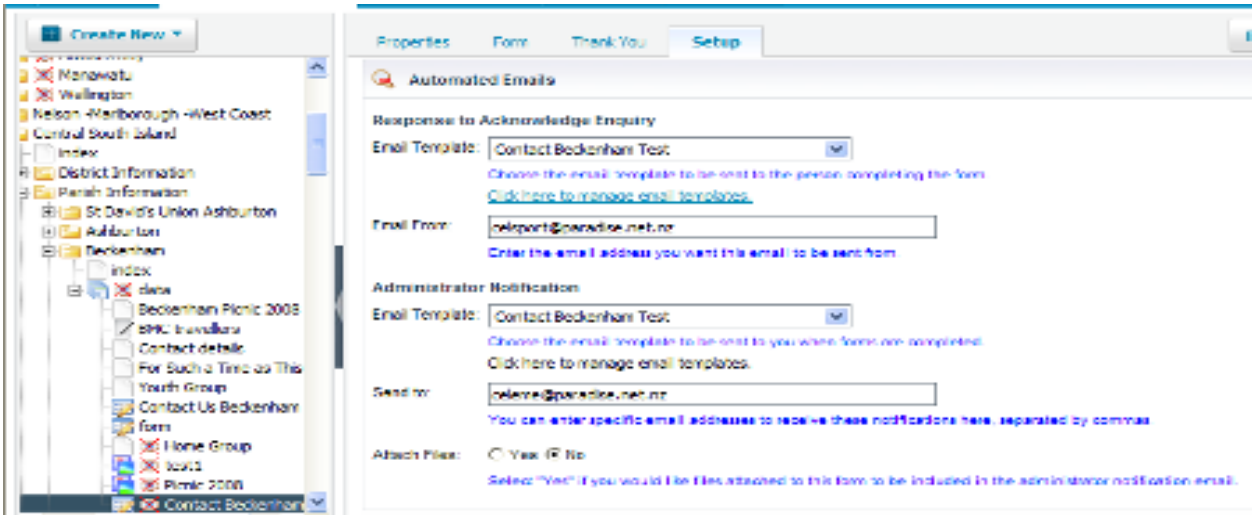
On the next page is the email which was sent when an enquiry was submitted. (Note that only the boxes that have been filled in are included on the email).

Thank you for your registration.

You submitted the following:

PARISH :Beckenham
NAME 1 :Bill Smith
ADDRESS :17 Somewhere Ave., Beckenham, Christchurch 8022
EMAIL :b.smith@clear.net.nz
TELEPHONE :123 4567 or 021 123 4567

Setup Response Addresses



Click on the Setup tab to setup the email response information.
On this screen you specify the Template to be used for each of the **Response to Acknowledge Enquiry** and the **Administrator Notification** - these are drop down menus which allow you to select the name of the Template that you want to use.

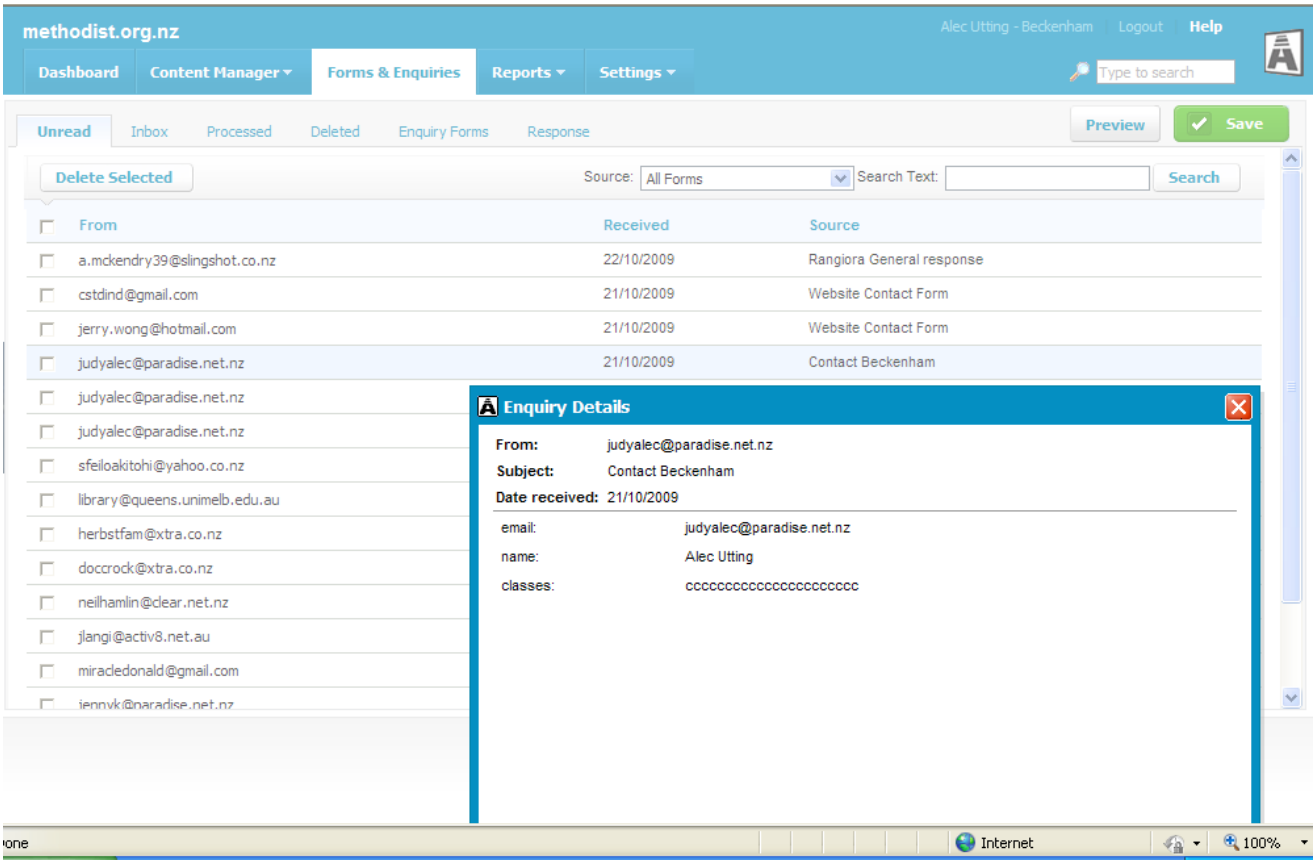
The **Response to Acknowledge Enquiry** is sent to the Email address on the Enquiry Form (this why you must include an email address) and the **Email From** is the email address that you want the response email to be from.

The Administrator Notification **Send to** can be sent to one or more email addresses. Put a , or ; between each address.

Enquiry Responses

As well as getting emails, you can also see responses received by clicking on the **Forms and Enquiries** Tab at the top of the window.

This gives a list of all the responses made to Enquiry Forms on the Methodist website. Find the ones that apply to you. You may then look at them or delete them as required. A sample window is shown on the next page.

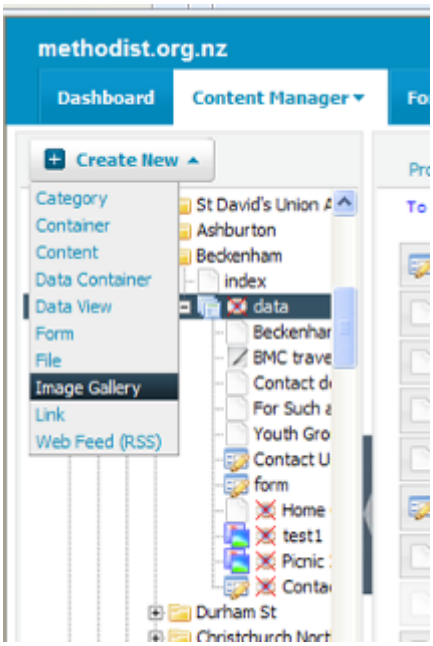

methodist.org.nz
Alec Utting - Beckenham
Logout
Help
Dashboard
Content Manager
Forms & Enquiries
Reports
Settings
Type to search
Unread
Inbox
Processed
Deleted
Enquiry Forms
Response
Preview
Save
Delete Selected
Source:
All Forms
Search Text:
Search
From
Received
Source
a.mckendry39@slingshot.co.nz
22/10/2009
Rangiora General response
cstdind@gmail.com
21/10/2009
Website Contact Form
jerry.wong@hotmail.com
21/10/2009
Website Contact Form
judyalec@paradise.net.nz
21/10/2009
Contact Beckenham
judyalec@paradise.net.nz
judyalec@paradise.net.nz
sfeiloakitohi@yahoo.co.nz
library@queens.unimelb.edu.au
herbstfam@xtra.co.nz
doccrock@xtra.co.nz
neilhamlin@clear.net.nz
jlangi@activ8.net.au
miracledonald@gmail.com
Enquiry Details
From: judyalec@paradise.net.nz
Subject: Contact Beckenham
Date received: 21/10/2009
email: judyalec@paradise.net.nz
name: Alec Utting
classes: ccccccccccccccccccc
Internet
100%

7. Creating an Image Gallery

The Image Gallery allows you to display a series of pictures and enlarge them as required.

The Image Gallery allows you to include text at the top, and under each Image.

Set up an Image Gallery in the same way as any other Page or Category.



On the Site Tree select **Create New**.

Select **Image Gallery**.

This opens up the pages to describe the Page.

On pressing **Finish** a blank Image Gallery page appears.

To add images to the Gallery, Click on Add Image. Upload from your computer as many as you require. Remember to keep the images as small as necessary—below 80k if possible. See the earlier section on Adding Images.

You may create a Header or Footer to your Image Gallery page by clicking on the **Header** and **Footer** tabs.

The **Setup** tab, allows you select the layout and operation of the slide show. The screen format is shown below.

Don't forget to Save your Image Gallery.

Adding Descriptions to Images

In the Image Gallery, click on the **Images** tab.
Select an image and click on **Edit**.
Fill in your image description.

Linking the Image Gallery into a Page

The Image Gallery appears on the Site Tree in the Container or Category in which you have placed it. Link it to text or another image in exactly the same way as you would link to any page.

8. Webmaster Functions.

8.1 Getting a user password

If you do not have a password, or if you cannot connect to the WEmaster, then contact the Webmaster by email at celeme@paradise.net.nz.

8.2 Creating Short Addresses for your Pages

A short address can be set up for you.

e.g. malvern.methodist.org.nz

instead of
www.methodist.org.nz/index.cfm/Find_Us/Central_South_Island/Parish_Information/Malvern_Co_operating_Parish

Contact the Webmaster by email at celeme@paradise.net.nz

8.3 Displaying your own picture at the top of your page

If you want your own picture at the top of your page rather than the standard website picture, email the picture as an attachment to the webmaster at celeme@paradise.net.nz

Have a look at Beckenham Church, Christchurch for an example.
Try to choose a picture which can be cropped to a horizontal, long narrow image. I am quite happy to cut it to size and compress it.

Contact the Webmaster by email at celeme@paradise.net.nz

Appendix 1 -Resizing an image with the Office Picture Manager

Before uploading your picture, you must make sure that it is in a suitable form for displaying on the web. Where possible, images files should be no larger than about 80kb, smaller if possible. Large files take a long time to load by users, especially those using dial-up connections. The images should be prepared on your own computer using such programs as Microsoft Office Picture Manager (supplied with Office 2003 and later), Microsoft Picture-it (supplied with some scanners) or IrfanView (a free download).

Microsoft Office Picture Manager can be found by clicking on Windows **Start** and opening **All Programs.**

Find **Microsoft Office**, and open up **Microsoft Office Tools.** In the next menu you should see **Microsoft Office Picture Manager**. If you are going to use this program regularly, it is worth putting a shortcut on the Desktop.

Once you have loaded **Microsoft Office Picture Manager,** click on **Shortcuts** on the LHS if the left hand panel is not showing.

Add the folder names of the folders containing the images which you wish to edit. When that folder is selected in the LH panel, all images in that folder are displayed.

Click on the image which you wish to edit. A screen similar the one shown below should appear.

You can use the Zoom at the bottom right to make the picture display bigger and smaller.

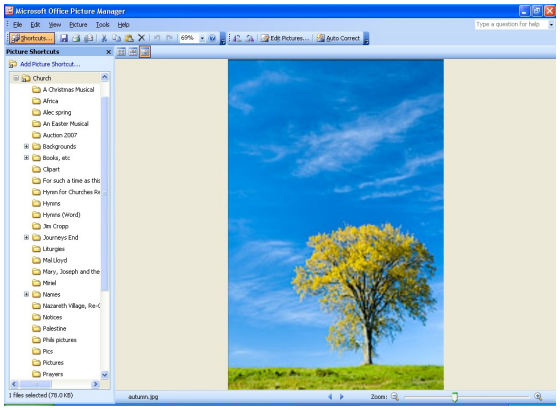
The icons shown are

Auto correct automatically adjusts brightness and contrast and is also available in Edit Pictures.
When you click on **Edit Pictures**, the edit menu below is shown. (Alternatively, you can click on Picture in the Menu at the top - or press Alt and P together)
The **Edit using these tools** are fairly self explanatory so only the **Change picture size** options are explained here.

Resize

The **Resize settings** are fairly obvious. Try them out.

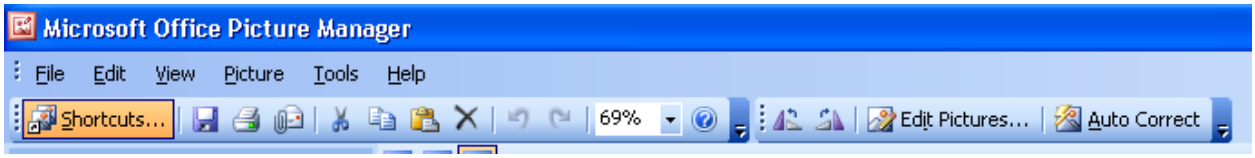
Make the picture the size that you want it displayed.



Images should not be wider than 600 pixels if they are to be displayed on an 800 x 600 screen.

In most cases, you will not need to resize but only use the **Compress Pictures** option.

Compress Pictures



It most cases it is sufficient to simply select **Web Pages**.

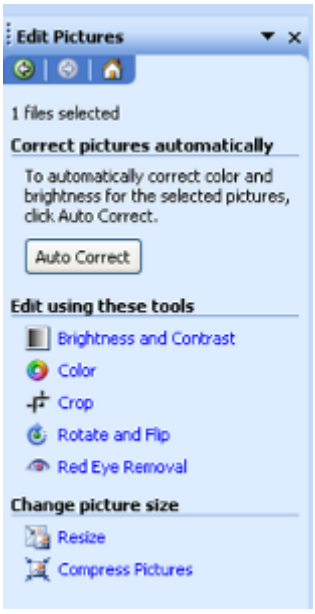
Save	Print	Email	Cut	Copy	Paste	Delete	Undo	Redo	Zoom	Help	Rotate Right	Rotate Left

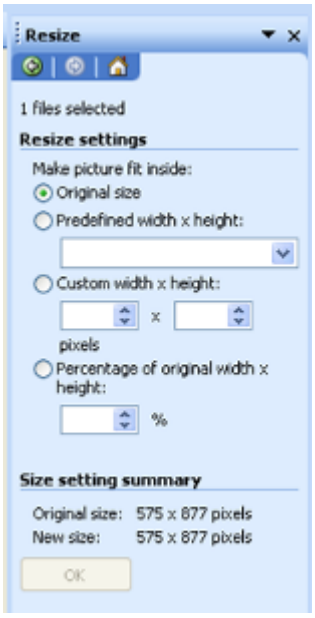
Keep an eye on the file size shown at the bottom of box.

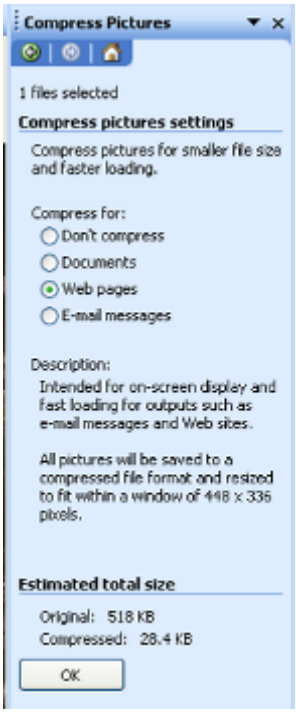
Aim for a file size not greater than about 80KB much smaller if possible.

Save the file under a new name.

Important: When you upload the file onto the web site, you need a name which you can readily identify.






Compress Pictures
1 files selected
Compress pictures settings
Compress pictures for smaller file size and faster loading.
Compress for:
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Documents
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Description:
Intended for on-screen display and fast loading for outputs such as e-mail messages and Web sites.
All pictures will be saved to a compressed file format and resized to fit within a window of 448 x 336 pixels.
Estimated total size
Original: 518 KB
Compressed: 28.4 KB
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For example, if you start all your file names with your church name, then you can easily find them by searching for them in the Image container on the web-site.

Eg Beckenham picnic 2008 - 1
Beckenham picnic 2008 - 2
Etc.